

Create A Thriving Business District

A Guide to City and Neighborhood Business District Resources

Produced by the City of Seattle

January, 2005
Fourth Edition



City of Seattle

Gregory J. Nickels, Mayor

Office of Economic Development

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Special Thanks

We would like to thank the Neighborhood Business Council for producing the first two editions of this guide and Theresa Barreras for her work producing the third edition. We would also like to thank the contact people listed from the City of Seattle, King County and the neighborhood business district organizations. This edition could not have been written without their cooperation.

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Gregory J. Nickels
Mayor of Seattle

January, 2005

Dear Friends:

The City of Seattle is pleased to present the *Create A Thriving Business District – A Guide to City and Neighborhood Business District Resources*. City government strives to be a partner with business people and this guide is a useful resource for you.

Small businesses are a driving force behind our city's economy. They create jobs in our community and nurture new industries.

Neighborhood business districts are important because they serve as central destinations that attract customers. In addition, local businesses contribute significantly to the life and health of a neighborhood.

Working together, we can make our neighborhood business districts even stronger and more successful. This resource guide will encourage neighborhood businesses from around the city to connect with each other and share ideas that can help improve a business district. By leveraging our resources and shared experience, everyone wins.

Thanks for all you do to invest in our neighborhoods!

Sincerely,

GREG NICKELS
Mayor of Seattle



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Introduction:

HOW TO USE THIS GUIDE

The Office of Economic Development (OED) created this resource to provide a “one-stop shopping” guide to making improvements in Seattle business districts. Each entry provides a brief summary of the topic and answers the most likely questions that a business district might have. It also includes the contact names and phone numbers for City staff and neighborhood organizations who have experience with each project. These contacts give businesses a chance to network with other neighborhood business groups and provide the direct phone numbers to City department staff. If you have any problems or other questions, please call the **Office of Economic Development at 206-684-8090**.

The goal of this guide is to save time. We hope that it will help users identify the appropriate City departments more quickly and easily. In addition, by providing basic information about how City programs operate, we hope it will save the time of both users and City staff. Please be aware that **NAMES AND PHONE NUMBERS ARE LIKELY TO CHANGE**. Public policies may also change, making some of the information outdated. Please call the **Office of Economic Development** at 206-684-8090 if you discover a mistake or change in a name, phone number or policy. We plan to update the guide periodically.

For an overview of the programs, services and resources that OED provides to businesses, see page 65 and visit our website: <http://www.seattle.gov/EconomicDevelopment/>.

If you are an individual business having difficulty with permitting and regulatory issues, you can contact **Seattle’s Business Advocate, Kris Effertz**, within the City’s Office of Economic Development. Kris Effertz works on a case-by-case basis to help businesses navigate the City’s systems and resolve problems. She can be reached at 206-684-BIZZ or 206-684-2499 or email: kris.effertz@seattle.gov.

ABBREVIATIONS USED IN THIS GUIDE:

BIA =	Business Improvement Area	NMF =	Neighborhood Matching Fund
DPD =	Department of Planning and Development	OED =	Office of Economic Development
DON =	Department of Neighborhoods	SCL =	Seattle City Light
DSA =	Downtown Seattle Association	SDOT =	Seattle Department of Transportation
		SPU =	Seattle Public Utilities

Introduction:

HINTS FOR SUCCESSFUL BUSINESS DISTRICT IMPROVEMENTS

Over the years, many business districts have upgraded their image, physical setting and economic performance through physical improvement projects. Below are listed some of the lessons learned and strategies to consider before initiating a project.

Focus on visitor comfort and convenience as well as appearance. Consider both the functional and aesthetic aspects of the proposed improvements. For example, if you are thinking about making sidewalk pavement repairs, start with the most heavily traveled routes first. Pedestrian lighting improvements can solve safety and security concerns as well as improve appearance. Landscaping can be positioned to direct pedestrians to your business entry and building awnings or canopies can provide weather protection.

Build a sense of identity. People enjoy feeling connected to their local business district. A unique image helps local residents identify with their neighborhood and attracts outside visitors. Identify what is unique about your community and build an identity around your existing assets. Fremont does this with its funky art; Ballard has Scandinavian flags and shops; and the University District emphasizes its connections to the University of Washington. Sometimes it is not easy to recognize your neighborhood's special qualities, but if community members think as a group, they can usually identify the elements that give a community its personality.

Leverage physical improvements with other business development efforts. Make the most of your investment in physical improvements by inviting customers to take a fresh look at your district. Advertise, have large sales or organize events to attract attention to your district and show off your efforts. It is also a good time to recruit new businesses and encourage redevelopment.

Have a strategy. Individual improvement projects should be part of an overall strategy that looks comprehensively at the issues facing the district. For example, the West Seattle Junction merchants had sufficient parking, but it was often located around the block from their business entrances. Therefore, they worked on a plan that emphasized pedestrian improvements between parking spaces and storefronts. At the same time, they added lights to illuminate dark spots along their street front and leveraged City sidewalk repair funds into a full sidewalk replacement.

Many neighborhoods created strategies through the neighborhood planning process. It is a good idea to review the plan for your neighborhood and talk to your plan's stewards before embarking on a new project. A list of stewards can be found at: <http://www.seattle.gov/neighborhoods/npi/stewards.htm>. The neighborhood plans can be reviewed online at: <http://www.seattle.gov/neighborhoods/npi/plans.htm>.

Sustain an improvement effort over time. Sometimes business districts can find sufficient funds for a full street reconstruction with new pavement, lights, landscaping and utilities. However, small improvements can also be effective, even though they are less dramatic than a full "make-over." If tied to a thought-out strategy, individual elements implemented over time can create an inviting district.

Collaborate. One of the biggest benefits of a physical improvement program is that it encourages local business owners, property owners and residents to work together. For example, the 15th Avenue NW Association began as a group of residents concerned about traffic problems. When local merchants joined the group, the focus expanded to the development of a more comprehensive cooperative plan including traffic flow improvements, street and storefront beautification and new sidewalks. Together, they have been successful at obtaining the support and attention of the City to help their project become a reality.

Beautification Projects: FLOWER PLANTERS

Flower planters are a delightful way to show off your business district during the spring and summer. There are a variety of ways to display flower planters and a few important considerations to keep in mind:

- Attach planters to a building at ground level or above head level. Planters at ground level may extend up to 2 feet from the building. Baskets hanging from a building wall must be securely mounted and located well above pedestrian pathways.
- Attach planters to a pole (as shown). Take a look at all the different types of poles in your neighborhood. Poles that are not ideal for hanging planters include: wooden light poles, segmented metal poles, Metro bus-cable poles or traffic signals.
- Place freestanding planters on the sidewalk or in a plaza. Freestanding planters are usually large, permanent planters placed on the sidewalk. Be sure the sidewalk or plaza area is wide enough to place freestanding planters so they do not obstruct the sidewalk or pose a hazard to the visually or physically impaired.



Frequently asked questions:

Do we need a street use permit to install planters?

Yes, you should obtain a street use permit and update it annually for all planter types and locations. Submit a list of your proposed planters and poles, their location and drawings showing the container material and the type of bracket and fasteners to the Seattle Department of Transportation. You will also need to have an existing liability insurance policy that will cover up to \$1,000,000 and the City should be listed as additionally insured on that policy.

Is there a charge for the permit?

Yes, the permit costs \$79 and is good for one year.

Where can we get planters?

Planters can be purchased at local gardening stores or concrete furnishing/statuary shops.

Benefits and challenges of flower planters:

BENEFITS

- Adds an attractive detail to your neighborhood.
- Creates a visual link throughout the entire business district.

CHALLENGES

- Requires maintenance and daily watering.
- Can accumulate litter, unless placement is carefully considered.

Contacts	
<u>CITY OF SEATTLE</u>	
http://www.seattle.gov	
Seattle Department of Transportation	
Street Use, John Zavis-----	206-684-5267
Email: john.zavis@seattle.gov	
Street Use website: http://www.seattle.gov/transportation/stuse_home.htm	
<u>NEIGHBORHOOD BUSINESS CONTACTS</u>	
• West Seattle Chamber of Commerce	
Patti Mullen -----	206-932-5685
Email: pmullen@wschamber.com	
Website: http://www.wschamber.com/	
• Broadway Business Improvement Area	
Shirley Bishop-----	206-367-8704
Email: info@broadwaybia.org	

Beautification Projects: **HOLIDAY LIGHTING**



Lighting street trees or stringing lights along buildings is one way for business districts to market their area to holiday shoppers. In Seattle's dark winter months, outdoor lights are an attractive way to brighten up shopping districts.

Before getting started, answer the following questions:

1. Are there any overhead wires or power lines? If so, are they trolley wires, telephone, cable, TV or power lines? Know your wires as well as clearance requirements and remember to be extremely careful around all wires and power lines.
2. Is there an accessible power supply near the area where lights will be strung? How will you connect the power source to the lights? If you plan to use power from City Light's poles, you must verify existence of festoon outlets on the poles (call City Light at the numbers below). If the poles do not have these outlets, arrange to have them installed well in advance. Call Seattle City Light for current installation fees. If the lights are north of Denny Way call 206-615-0600, if they are south of Denny Way call 206-386-4200.
3. Will the light strings or power cords interfere with pedestrians?
4. Does your organization have financial or volunteer resources to spend on the initial purchase, installation and fees to City Light?
5. Have you obtained a street use permit and paid Seattle Department of Transportation's required deposit for the installation of the lights? (Call Seattle Department of Transportation at 206-684-5284.)

Frequently asked questions:

What does City Light charge for outdoor lighting?

City Light will work out a flat "seasonal" charge depending on how much power you will use.

Are there any requirements or permits needed for holiday lighting?

The Seattle Department of Transportation requires a \$165 street use permit and a \$450 deposit for the installation of lights on street trees, also certificate of insurance must be provided. The deposit may be returned in full provided there is no damage to the street trees and all lights and related paraphernalia are removed by February 1. The City Arborist also has a list of requirements if the lights are on street trees. Contact the City Arborist at 206-684-7649. The City allows lighting to be affixed to trees only between November 1 and January 30. All lighting and attachments must be removed from trees by February 1.

How do we install the lighting?

Installation will probably be the biggest budget item.

- Contact City Light to ensure that any repairs scheduled for your area will be completed before the installation dates, especially if you are using City Light poles with festoon outlets.
- Consult the City Arborist before installation of lighting strands and attachments to prevent costly damage to trees. The City does not allow the use of wire, duct tape or masking tape to affix lighting to street trees. Plastic connectors, florist tape or other flexible tapes are permissible fixatives.
- Try to get a cherry picker donated for installation and take down if possible. This will increase safety and save lots of (expensive) time.
- Hire professional lighting designers for actual installation.
- Maintain safe working practices around any overhead wires. Check all power sources.

Benefits and challenges of holiday lighting:

BENEFITS

- Enhances the shopping experience in your district - shoppers love to see outdoor lighting during the holidays.
- Provides a distinctive element for your district.

CHALLENGES

- No control over timing of lights if power is drawn from street poles - the lights will be on when the power in the poles is turned on.

Contacts

CITY OF SEATTLE

<http://www.seattle.gov>

• **Seattle City Light**

North of Denny Way----- 206-615-0600

South of Denny Way----- 206-386-4200

General City Light website: <http://www.seattle.gov/light/>

• **Seattle Department of Transportation**

Street Use, Karyn Keeler----- 206-684-5284

Email: karyn.keeler@seattle.gov

Street Use website: http://www.seattle.gov/transportation/stuse_home.htm

NEIGHBORHOOD BUSINESS CONTACTS

• **Pioneer Square Community Association**

Craig Montgomery----- 206-667-0687

Email: craig@pioneersquare.org

Website: <http://www.pioneersquare.org/>

Beautification Projects: METRO BUS SHELTERS

Interesting and unique bus shelters can add to the aesthetics of your district. The Service Development Division of Metro is willing to look at alternative solutions for bus stops. For example, Metro is “loaning” the bus shelter (shown to the right) to the owners of the Wallingford Center, who are responsible for maintaining the shelter. As a result, the Wallingford district has an attractive addition to its street front.

Communities throughout King County have worked with the Metro Bus Shelter Mural Program to beautify their neighborhoods and successfully deter vandalism. Etched art glass is now being used to deter “scratch” graffiti on shelter glass.

Metro is also exploring new ways to shelter passengers. Metro has worked with property owners adjacent to a bus stop to substitute awnings for shelters and the awnings can even feature a logo or store name.



When the community and property owners desire a bus shelter but the number of passenger boardings are less than 50 riders per day (Metro's minimum ridership for a shelter), Metro suggests the following possibilities:

1. If a shelter is desired near a new construction project but existing ridership at the stop is low, the property owner could be asked to install the proper cement footings for a future shelter that will be installed and maintained by Metro once ridership is sufficient.
2. Metro staff is available at no charge to discuss transit-friendly alternatives such as awnings, benches and passenger leaning rails.
3. If business districts, communities or property owners are willing to design, build and maintain a shelter, Metro staff is available at no charge to consult with them regarding design, materials and maintenance issues.

Frequently asked questions:

Is there more than one type of bus shelter?

Yes. Metro has a “menu” with different components and colors to mix and match depending on the specific features of the shelter location, right-of-way requirements and ridership criteria.

Can Metro consider a new design for a bus shelter in our area?

Metro will consider it, but keep in mind that new designs are harder and more expensive to maintain, especially if the design has non-standard parts. There are options such as maintenance agreements that may help you get the design that you want. For example, the Wallingford Center was able to negotiate a maintenance agreement with Metro, as mentioned above, to obtain the shelter it wanted.

What can we do about litter at bus stops and shelters?

The Seattle Department of Transportation (SDOT) provides and maintains a limited number of litter receptacles at *bus stops*, most are along busy transit and pedestrian corridors. Note that property owners are responsible for maintaining the area in front of their property up to the curb but businesses and residents may join the City's Adopt-A-Street program to conduct additional clean-ups. Call 206-684-7647 for more information about Adopt-A-Street.

Bus shelter trash cans are provided and cleaned weekly by Metro. At bus stops which DO NOT have a bus shelter, Metro also has an Adopt-A-Stop Program, which offers several benefits and acknowledgment for your business in exchange for your cleaning efforts. Contact Adopt-A-Stop at 206-263-6503 or visit:

<http://transit.metrokc.gov/prog/aas/adopt.html>.

Who do I call for a new shelter or for maintenance and repair on existing shelters?

Call Metro's Customer Assistance, listed below. Customer Assistance will take the information and route it to the appropriate District Planner who is responsible for writing work orders for that area.

What do I do if a shelter attracts loiterers?

Call Metro Customer Assistance, listed below and an operator will report the situation to the appropriate District Planner, who will respond to you and the situation directly. Well-lighted bus stops deter loitering.

Benefits and challenges of new bus stops/shelters:**BENEFITS**

- Improves the appearance of large structures in your district.
- Provides more comfortable and attractive bus stops for customers, residents and merchants.

CHALLENGES

- Involves time and money if you get involved in a long-term maintenance contract.
- Can be difficult for Metro to accommodate your request, although Metro will be as flexible as possible.
- Can require the cooperation of property owners at specific locations.

Contacts**METRO KING COUNTY**
<http://transit.metrokc.gov>

- **General Inquiries**----- 206-684-1699
- **Awnings/Shelters**
Dale Cummings----- 206-684-1524
Email: dale.cummings@metrokc.gov
- **Shelter Problems**
Customer Assistance----- 206-553-3060
Email: customer.comments@metrokc.gov
- **Bus Shelter Graffiti and Broken Glass**----- 206-684-1800
- **Bus Shelter Mural Program**
Patt Comstock----- 206-684-1523
Email: BusStop.Murals@MetroKC.Gov
Website: <http://transit.metrokc.gov/prog/sheltermural/sheltermural.html>
- **Adopt-A-Stop**
Peggy Harris----- 206-263-6503
Email: Peggy.Harris@MetroKC.Gov
Website: <http://transit.metrokc.gov/prog/aas/adopt.html>

CITY OF SEATTLE
<http://www.seattle.gov>

- **Seattle Public Utilities**
Litter cans and litter removal
Vic Roberson, Community Programs----- 206-615-0570
Email: vic.roberson@seattle.gov
- Adopt-A-Street Hotline----- 206-684-7647
General SPU website: <http://www.seattle.gov/util/>

NEIGHBORHOOD BUSINESS CONTACTS

- **West Seattle Junction Association BIA**
Kay Knapton----- 206-935-0904
Email: wsja@wsjunction.com
Website: <http://www.wsjunction.com>
- **Wallingford Center**
Karen Buschow----- 206-632-0645
Email: chamber@wallingford.org
Website: <http://www.wallingford.org>

Beautification Projects: PUBLIC ART

Murals, statues and fountains identify a neighborhood's character and can become landmarks for the district. Art projects can also take many forms; for example, Belltown uses trash cans to create public art and "brand" the neighborhood.

The Public Art Roadmap

<http://www.artsresourcenetwork.org/publicartroadmap/>

is a great resource for public art projects. This guide explains how to create a public artwork from beginning to end and describes typical issues that frequently arise for common types of projects. Published by the Office of Arts & Cultural Affairs. Available February 2005.

Other art projects are completed with the Department of Neighborhoods' matching fund or through a Chamber of Commerce or community group. See the Funding section for more information on funding options.



If you plan to paint or build on public property (like underpasses or sidewalks) call Seattle Department of Transportation (SDOT). **David Chew, 206-684-8325**, coordinates murals on bridges, retaining walls owned by SDOT and other roadway structures. Other on-street art is coordinated by **John Zavis, 206-684-5267**. If the project will be on private property, you will need written permission from the property owner and your agreement should specify who is responsible for maintenance. In either public or private situations, you will need a detailed design to show the owner or the City.

There are different ways to proceed with a public art project for your district, depending on the location and scale of work you envision. Common steps in the process include:

1. Choose a site.
2. Get permission from owner and/or Seattle Department of Transportation if placing in the street right of way.
3. Hold a community meeting to get buy-in and fulfill public process requirements.
4. Hold an open selection for an artist, providing some fee if holding a proposal-based competition.
5. Raise money for materials, construction or painting, permitting and artist fee.
6. Build/create project.
7. Hold an "unveiling" with press release.

Frequently asked questions:

Where can we get funds to support such a project?

Department of Neighborhoods has the Neighborhood Matching Fund, which is available for such projects. For more information about the Matching Fund Program see the Funding section of this guide, visit:

<http://www.seattle.gov/neighborhoods/nmf/> or contact program staff at 206-684-0464.

See the Public Art Roadmap <http://www.artsresourcenetwork.org/publicartroadmap/>.

Can we work with private developers to install art?

Yes, developers who are putting up new buildings can be a good source for obtaining a free site for an art piece because it shows their commitment to the community and it will most likely enhance their property value.

Benefits and challenges of public art projects:**BENEFITS**

- Increases community pride and identification.
- Creates a landmark that people throughout the city will recognize.
- Provides vibrancy to public spaces.
- Enriches neighborhoods by presenting images of local culture and heritage.
- Brings people from the area together, especially if there is public participation in the project.

CHALLENGES

- Requires a source of funding to pay artist and buy materials.
- Requires volunteer time and/or money to complete public process and agency approval.
- May be a target for vandalism.
- Requires long-term maintenance.
- Can be difficult to choose the design. To avoid conflicts, use the selection process model used by the Seattle Office of Arts & Cultural Affairs and 4Culture formerly the Cultural Development Authority of King County. See the *Public Art Roadmap* <http://www.artsresourcenetwork.org/publicartroadmap/> for more information.

Contacts**CITY OF SEATTLE**
<http://www.seattle.gov>

- **Seattle Department of Transportation**

Street Use, John Zavis----- 206-684-5267

Email: john.zavis@seattle.gov

Street Use website: http://www.seattle.gov/transportation/stuse_home.htm

Bridge murals, David Chew----- 206-684-8325

Email: dave.chew@seattle.gov

- **Seattle Office of Arts & Cultural Affairs**

Jim McDonald ----- 206-684-7311

Email: jim.mcdonald@seattle.gov

Website: <http://www.seattle.gov/arts/>

- **Department of Neighborhoods**

Matching Fund website: <http://www.seattle.gov/neighborhoods/nmf/>

KING COUNTY

- **4Culture**

Cath Brunner----- 206-296-8680

Email: cath.brunner@culturaldevelopment.org

Diane Testa----- 206-296-8676

Email: diane.testa@metrokc.gov

Website: <http://www.culturaldevelopment.org/>

NEIGHBORHOOD BUSINESS CONTACTS

- **West Seattle Junction Association BIA**

Kay Knapton----- 206-935-0904

Email: wsja@wsjunction.com

Website: <http://www.wsjunction.com>

- **SouthEast Effective Development**

Jerri Plumridge----- 206-760-4286

Email: jplumridge@seedseattle.org

Mary Coss, Youth Art Projects----- 206-760-4289

Email: marycoss@raincity.com

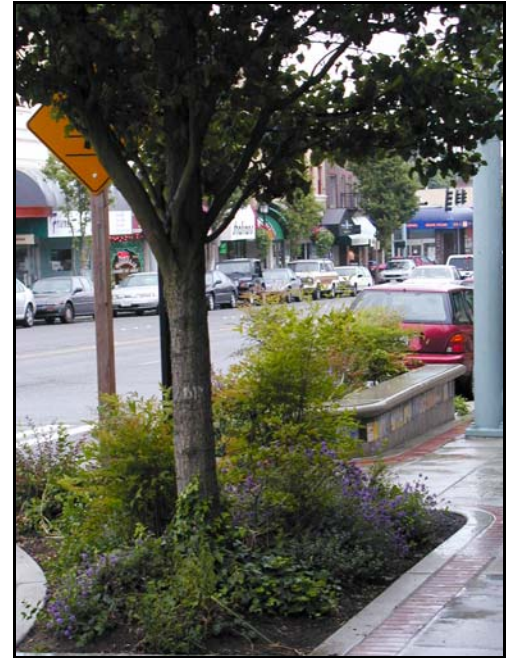
Website: <http://www.seedseattle.org>

Beautification Projects: STREET TREES

The Seattle Department of Transportation (SDOT), and the City Arborist encourage community-initiated tree plantings. Business districts located on arterials have an advantage over residential areas when it comes to street trees: if the business district is willing to pay for the trees, SDOT helps coordinate the planting on arterials and in most cases will also maintain the newly installed street trees.

Before you purchase trees for planting in your business district, go through the following checklist:

1. Plan ahead for trees to be planted in early spring or late fall. Fall is preferable, as it gives the trees a better chance to establish.
2. Check the proposed site - trees can only be planted where there is a curbed roadway.
3. Call the City Arborist at 206-684-7649. The arborist will assist you with the coordination of your project, including the selection of tree species and size. For example, the arborist will take business signs, awnings and sidewalk widths into consideration when choosing the tree type and location.
4. Measure the space available for the trees. Small-scale trees will be planted 15-25 feet apart, medium trees 25 to 35 feet apart. Trees will be spaced a minimum of 30 feet from a street intersection and 10 feet from utility or power poles, 10 feet from driveways, 20 feet from street lights and 5 feet from underground utility connections. The City Arborist will work with you to choose the best location and to minimize conflicts with storefront windows and signs.
5. Note that standard tree pit size is 4 X 6 feet or 5 X 5 feet depending on sidewalk block size and width.
6. Call 1-800-424-5555 to arrange for utilities to be located. All underground utilities must be verified before any planting occurs.



Frequently asked questions:

What kind of tree is best?

The City Arborist, 206-684-7649, can best answer this question. Before you call, have answers to the following questions: 1) Are there utility lines overhead? 2) How wide is the planting area? 3) Will concrete need to be removed to provide planting sites? 4) What will be the surface treatment under the new trees? Having this information will help a great deal in determining the right tree species for your area.

Who is responsible for maintaining street trees?

Currently the City of Seattle (Seattle Department of Transportation) maintains about 25% of the planted trees in the city. Only trees that have been planted by the City of Seattle are maintained by the City, so many of the street trees are the maintenance responsibility of the property owner—even if they are planted in the public right-of-way. While the City does not maintain all street trees, it does regulate all of them. Permits are needed to plant, prune or remove privately maintained street trees. If you have trees that are maintained by the City that you believe need pruning, please call the City Arborist, 206-684-7649. SDOT will inspect the trees and schedule them for maintenance.

What are the most commonly planted trees in Seattle?

The most common trees are Flowering Cherry, Hawthorne, Norway Maple and Red Maple. The City Arborist often changes the list of recommended tree species based on the types of trees planted in the past and current biological conditions such as emerging pests and diseases. It is a good idea to consult with the City Arborist before choosing a tree species.

How much do trees cost?

Although prices may vary widely depending upon tree species, a two-inch caliper tree can cost approximately \$130 to \$200. This is a wholesale price and does not include installation or other related costs. Buying a tree guaranteed by the nursery generally doubles the cost and having the tree installed could potentially triple the cost.

Who can help our group plan and organize a community planting or purchase of street trees?

The Department of Neighborhoods offers a Tree Fund as part of their Neighborhood Matching Funds Program. The City provides the trees and neighbors share the work of planting and caring for the trees. Groups of neighbors that represent a minimum of 5 households on the block can receive trees for planting strips on residential streets. Before deliveries are made, participants must attend a training session provided by the City. Trees are delivered in the fall to a requested spot near the planting site. To match the City's contribution of free trees, neighbors must organize the planting effort, provide necessary tools and be responsible for watering and maintaining their trees. This contribution from neighbors helps meet the community building objectives of the Tree Fund.

Are grates necessary at the base of trees?

Grates **may** be required if the planting strip width is less than 5 feet in order to provide pedestrians with adequate walking space. Otherwise, they are not recommended. When using a grate, you must follow the Seattle Department of Transportation's specifications.

Benefits and challenges of street trees:**BENEFITS**

- Can increase property values – especially full-grown healthy trees.
- Recent research shows that people like to shop in business districts with trees. For more information about this research <http://www.mrsc.org/Subjects/Environment/urbanforest/treelink.pdf>.
- Helps mitigate air pollution, slows storm water runoff and saves energy by shading buildings in summer and letting in light in the winter.
- Are psychologically and aesthetically pleasing.

CHALLENGES

- Can damage sidewalks and block business signs and storefront windows if poorly chosen or poorly placed. Maintenance and repair of damaged infrastructure is the responsibility of the property owner, unless the City of Seattle installs the tree.
- Will require a "lifetime" of maintenance.

**Contacts****CITY OF SEATTLE**
<http://www.seattle.gov>

- **Seattle Department of Transportation**
City Arborist----- 206-684-7649
Website: <http://www.seattle.gov/transportation/arborist.htm>
- **City of Seattle's Urban Forest Information Line**----- 206-684-5042
- **Department of Neighborhoods**----- 206-684-0464
Tree Fund website: <http://www.seattle.gov/neighborhoods/nmf/treefund.htm>

NEIGHBORHOOD BUSINESS CONTACTS

- **University District Business Improvement Area**
Teresa Lord Hugel----- 206-547-4417
Website: <http://www.udistrictchamber.org>
- **Wallingford Chamber of Commerce**
Karen Buschow----- 206-632-0645
Email: chamber@wallingford.org
Website: <http://www.wallingford.org/ChamberOfCommerce/home.htm>

Beautification Projects: Clean and Green Seattle Initiative

Building healthy neighborhoods, increasing the greenery in our city and promoting green urban development is good for business and the environment. People respond positively to greenery and this sends a positive message about the neighborhood and business district.

As part of the **Clean and Green Seattle Initiative**, the City is promoting the greening and beautification of neighborhood business districts by offering grants and resources for greening projects, increasing efforts to promote trees and greenery and encourage green development.

Grants: The City's Office of Economic Development (OED) has partnered with the Office of Sustainability and Environment (OSE) to provide funding opportunities to neighborhood business districts for eligible projects. These include projects that increase the green in neighborhood businesses and business districts. Examples of projects eligible for 'green' grants include:

- Tree plantings or maintenance.
- Removal of ivy and other invasive plants and replacement with native plantings.
- Work parties organized for plantings and/or tree and landscape restoration.
- Design, plant and maintenance of sustainable landscapes.
- Promotion of sustainable landscaping practices.
- Interpretive signage that promotes environmentally friendly landscapes.

Trees: Trees provide enormous environmental and economic benefits. Recent research conducted by the University of Washington indicates that districts with street trees attract more shoppers, who are willing to pay as much as 11% more for products. The City encourages street trees and community-initiated tree plantings and offers many resources. The Seattle Department of Transportation (SDOT) offers information, expertise and other resources to help business districts plant and maintain trees. Investing in trees can bring the following returns:

- Increase in property values -- especially full-grown healthy trees.
- Increase in the number of shoppers, and increase in perceived product value and customer service in a business district.
- Trees help mitigate air pollution, slow storm water runoff and save energy by shading buildings in summer and letting in light in the winter.
- Trees and greenery are psychologically and aesthetically pleasing.

Green Neighborhoods and development: The City has several programs that enhance the greenery Seattle's neighborhoods and business districts and that encourage commercial developers and redevelopment projects to reduce the impact on the natural environment. These include:

- The **Clean and Green Seattle Initiative** includes a green project every month.
- Education, incentives and regulations to promote green buildings, green streets and low impact development.
- Natural drainage and sustainable building programs.
- Open space acquisition, reservoir-burying and P-Patch programs.

FREQUENTLY ASKED QUESTIONS:

How much funding is available through OED's grants for green projects?

The funding levels vary each year and are offered once a year. The amount available for each project will depend on the number and strength of eligible proposals. Award amounts usually range from \$1,000.00 to \$20,000.00.

Who is eligible to apply for OED funding?

Not-for-profit organizations, with a federal tax ID number, providing services in a Seattle neighborhood business district are eligible for OED's grants. The City encourages applicants to have an explicitly stated mission or goal of strengthening the business community in their neighborhood.

How can I get more information on tree programs, street trees?

The **City Arborist in SDOT, 206-684-7649**, can answer questions on tree planting and maintenance, street trees and can refer you to other appropriate resources.

Who can help our group plan and organize a community planting or purchase of street trees?

The Department of Neighborhoods (DON) offers a Tree Fund as part of their Neighborhood Matching Funds Program. The City provides the trees and neighbors share the work of planting and caring for the trees. To match the City's contribution of free trees, neighbors must organize the planting effort, provide necessary tools and be responsible for watering and maintaining their trees. For information contact DON at 206-684-0465 or visit the Tree fund website at: <http://www.seattle.gov/neighborhoods/nmf/treefund.htm>.

How can I organize a 'Clean and Green Seattle Initiative' project in my neighborhood?

You can find out more about [Clean and Green Seattle Initiative](#), learn how to volunteer and organize a [Clean and Green Seattle Initiative](#) project in your neighborhood, or make suggestions or requests for projects near you online at <http://www.seattle.gov/mayor/issues/cleanseattle.htm>

Contacts**CITY OF SEATTLE**<http://www.seattle.gov>

- **Seattle Office of Sustainability and Environment**

Preeti Shridhar ----- 206-684-3936

Email: preeti.shridhar@seattle.gov

Website: <http://www.seattle.gov/environment>

- **Seattle Department of Transportation**

City Arborist ----- 206-684-7649

Website: <http://www.seattle.gov/transportation/arborist.htm>

- **City of Seattle's Urban Forest Information Line**----- 206-684-5042

- **Department of Neighborhoods**----- 206-684-0464

Tree Fund website: <http://www.seattle.gov/neighborhoods/nmf/treefund.htm>

- **University of Washington, Center for Urban Horticulture**

Website: <http://cfr.washington.edu/research.envmind/consumer.htm>

- **Clean and Green Seattle**

Website: <http://www.seattle.gov/mayor/issues/cleanseattle.htm>

Enhancement Projects: STREET FURNITURE

Many neighborhoods have successfully incorporated street furniture into their business districts. Street furniture can include: benches, water fountains, kiosks, clocks, etc. Before you decide on a location, remember to keep street furniture away from crosswalks, curb cuts, fire hydrants and loading and bus zones. There should also be 5 feet of clear passage on sidewalks to ensure pedestrian safety.

If street furniture is located on a public right-of-way such as a sidewalk, you will need to get a street use permit from the Seattle Department of Transportation (SDOT). SDOT will want to see a design plan with specifications such as the materials, exact site and the amount of drilling necessary. Street use permits should be renewed annually.



Frequently asked questions:

Who has the responsibility for maintaining the furniture?

The sponsoring group must maintain and clean all furniture that they install. Choose materials carefully as some require less maintenance.

Does the City mandate specific designs?

No, decisions on design and materials are made by sponsoring groups, within reason.

Do we need separate liability insurance for street furniture?

No, but you must have an existing liability insurance policy that would cover you up to \$1,000,000. The City should also be listed as additionally insured on that policy.

Where can we purchase such furniture?

Contact a neighborhood architect or landscaper for a list of suppliers.

Benefits and challenges of street furniture:

BENEFITS

- Adds attractive and recognizable features to your district.
- Are useful as well as attractive: benches provide a place to sit, clocks and kiosks are sources of information, etc.

CHALLENGES

- Requires liability insurance if placed on public right-of-way.
- Requires maintenance and routine cleaning.

Contacts

CITY OF SEATTLE

<http://www.seattle.gov>

- **Seattle Department of Transportation**

Street Use, John Zavis----- 206-684-5267

Email: john.zavis@seattle.gov

Street Use website: http://www.seattle.gov/transportation/stuse_home.htm

NEIGHBORHOOD BUSINESS CONTACTS

- **University District Business Improvement Area**

Teresa Lord Hugel----- 206-547-4417

- **Wallingford Chamber of Commerce**

Karen Buschow----- 206-632-0645

Website: <http://www.wallingford.org/ChamberofCommerce/home.htm>

Enhancement Projects:

PEDESTRIAN LIGHTING

Good outdoor lighting can create and encourage a pedestrian friendly environment, which is especially beneficial to neighborhood business districts. Pedestrian-scale lights improve walkway illumination for pedestrian traffic and enhance community safety and business exposure. Typically, this lighting is positioned over the sidewalk, rather than the street, at about 12 to 15 feet above the sidewalk.

The Department of Neighborhoods (DON) and Seattle City Light are currently working to install pedestrian lighting in business districts that requested these improvements through their neighborhood planning process. If your district did not include pedestrian lighting in its neighborhood plan, you can still work with the City to obtain this improvement.

Frequently asked questions:

Does pedestrian-scale lighting replace street lighting?

Generally, pedestrian lights do not sufficiently light the street. However, some newer types of pedestrian-style light fixtures can be mounted higher and provide lighting on narrower streets as well as the sidewalks. The Seattle Department of Transportation (SDOT) is the City department responsible for ensuring the proper street lighting levels and can help you determine the best street and pedestrian lighting combination for your area. Call Wayne McPhillips at SDOT at 206-684-5245 to discuss the options.



What pedestrian lighting options can communities pursue for their neighborhood business areas?

In recognition of significant neighborhood interest, Seattle City Light has developed a pedestrian lighting program with fixture options to choose from for placement along main business arterials. City Light has four luminaires (i.e., lamp heads) of varying historic and aesthetic character. To maximize resources and minimize installation time, most neighborhoods have selected lights which are mounted on existing poles. A more expensive option is to install the lights on top of free-standing poles which receive power via underground conduit.

How do I get started?

The initial steps that need to be followed to pursue pedestrian-scale lighting for a neighborhood business area include:

- Contact your Neighborhood Service Center Coordinator or Neighborhood District Coordinators (see contact information on the next page) to find out if your neighborhood is already on the Department of Neighborhoods' list to receive pedestrian lighting. DON must prioritize these improvements city-wide, so you can find out when and if your neighborhood is scheduled to receive lighting.
- Discuss your options with your Neighborhood District Coordinators or Neighborhood Service Center Coordinator, if you are not on DON's list.
- Establish community involvement and support for the work. Installation of this lighting should have the support of the neighborhood – particularly the adjacent property owners.
- Choose a fixture and indicate a preference for streets and cross-street boundaries. Work with DON, SDOT and City Light to find the best option for your area.

When lights are installed, who bears responsibility for their maintenance? Who pays for the power?

City Light will assume maintenance responsibility and power cost. To qualify, the pedestrian lights must be installed in the right-of-way to enhance lighting in the sidewalk area, selected from the City Light standard pedestrian lighting options and be installed to meet City Light standards.

What should we consider when choosing a light fixture?

Choose fixtures from the City Light approved “menu.” This will ensure that replacement parts are readily available when repairs are necessary. Contact Dave Albergine at 206-684-3704 for the menu. Also consider the age and size of trees near the lights. Keep in mind that your pedestrian lights will not be effective if they are buried in the tree canopies. It may be several years before very small trees can grow tall enough to be pruned up to the levels of the pedestrian lights. Deciduous trees are better than evergreen from a lighting point of view.

Where can examples of the pedestrian lights be found?

Some examples of pedestrian-scale lighting around the city include:

- A wide range of fixtures and installation styles are on display at the Seattle City Light South Service Center on the corner of 4th Ave South and South Spokane St. and also at the North Service Center at 1300 N. 97th Street.
- Other projects include the University Avenue in the University District; the West Seattle Junction’s California Ave. in the vicinity of SW Alaska St; E Broadway in Capitol Hill; Greenwood Ave N in the vicinity of N 65th St; E Union St in the vicinity of 23rd Ave; and 12th Ave and Boren Ave.

Who are the best contacts to talk with about pursuing pedestrian lighting?

It is best to talk to the Department of Neighborhoods first. The best person to contact is the Neighborhood District Coordinators or the Neighborhood Service Center Coordinator for your neighborhood (see contact information below).

Contacts		
<u>CITY OF SEATTLE</u>		http://www.seattle.gov
• Department of Neighborhoods		
<u>Neighborhood District Coordinators</u>		
Ballard District	Rob Mattson.....rob.mattson@seattle.gov	206-684-4060
Central District	Ted Divina.....ted.divina@seattle.gov	206-233-7257
Delridge District	Ron Angeles.....ron.angeles@seattle.gov	206-684-7416
Downtown District	Gary Johnson.....gary.johnson@seattle.gov	206-233-8560
East District	Jose Cervantes.....jose.cervantes@seattle.gov	206-684-4574
Greater Duwamish District.....	Steve Louie.....steve.louie@seattle.gov	206-233-2044
Lake Union District.....	Antoinette Meier...antoinette.meier@seattle.gov	206-684-4054
North District	Ed Pottharst.....ed.pottharst@seattle.gov	206-386-4232
Northeast District	Karen Ko.....karen.ko@seattle.gov	206-233-3732
Northwest District	Beth Pflug.....beth.pflug@seattle.gov	206-684-4096
Queen Anne/Magnolia District ...	John Leonard.....john.leonard@seattle.gov	206-684-4812
Southeast District.....	Glenn Harris.....glenn.harris@seattle.gov	206-386-1924
Southwest District.....	Stan Lock.....stan.lock@seattle.gov	206-233-2045
<u>Neighborhood Service Centers</u>		
A map of the neighborhood service center areas and contact information is online at: http://www.seattle.gov/neighborhoods/nsc/		
• Seattle Department of Transportation		
Signal and Lighting Design, Wayne McPhillips.....wayne.mcphillips@seattle.gov		206-684-5245
SDOT general website: http://www.seattle.gov/transportation/		
• Seattle City Light		
Distribution Program Management, Dave Albergine...dave.albergine@seattle.gov		206-684-3704
City Light general website: http://www.seattle.gov/light/		
<u>NEIGHBORHOOD BUSINESS CONTACTS</u>		
• West Seattle Junction Association BIA		
Kay Knapton-----		206-935-0904
Website: http://www.wsjunction.com		
• University District Business Improvement Area		
Teresa Lord Hugel-----		206-547-4417
Website: http://www.udistrictchamber.org		

Enhancement Projects: **BICYCLE RACKS**

Bicycle racks will encourage customers to ride a bike to your district for short trips and errands. Racks provide space for cyclists to park their bikes without cluttering up doorways or damaging street trees. Even better – the racks and installation are absolutely free!

To get a rack installed, call the Seattle Department of Transportation (SDOT) Spot Bicycle Improvement Program, at 206-684-8562. Requests received during the winter months are generally fulfilled more quickly than in the busier summer months.

SDOT cannot sell you racks for your private use but can provide a list of rack manufactures and assist with identifying an appropriate location for a rack on private property.



Frequently asked questions:

Can SDOT put a rack anywhere?

Racks are intended for business districts and are only installed in the public right-of-way at locations that are attractive for bicyclists without obstructing pedestrians. SDOT requirements include a minimum setback of 3' from the curb while leaving a minimum of 6' of clear sidewalk width. Proximity to a building or business entrance and clearance from sidewalk furniture, crosswalks, bus stops and loading zones are also considered. Each request is followed up by a site visit to determine whether there are any appropriate locations for a bicycle rack.

Will a permit be needed for a rack?

No, SDOT will waive the street use permit requirement if it approves the location or installs the rack.

When I have a bike rack installed, does the rack become my property?

No, the rack will be the property and maintenance responsibility of SDOT.

What should I do if the rack gets damaged or becomes loose?

Call the SDOT Bicycle Program at 206-684-8562.

What should I do if a bicycle has been abandoned on a rack?

Call the Seattle Police Department precinct in your area (see numbers listed on the next page in the Contacts Section). The Community Service Officers (CSO) will tag the bicycle and, if not removed within a certain time period, confiscate it.

Benefits and challenges of bicycle racks:

BENEFITS

- Encourages bicycle use for neighborhood business trips and may increase available parking spaces.
- Removes bicycles from obstructing pedestrians at locations such as store doorways.
- Protects trees and shrubbery from damage by parked bikes.

CHALLENGES

- May take up to 2 or more months before installation is complete, depending on the City crews' workload and priorities.



Contacts

CITY OF SEATTLE

<http://www.seattle.gov>

- **Seattle Department of Transportation**

Spot Bicycle Improvements, Pauh Wang----- 206-684-8562

Email: pauh.wang@seattle.gov

Website: <http://www.seattle.gov/transportation/bikeracks.htm>

- **Seattle Police Department**

North Precinct----- 206-684-0850

Website: <http://www.seattle.gov/police/Precincts/North>

South Precinct----- 206-386-1850

Website: <http://www.seattle.gov/police/Precincts/South>

Southwest Precinct----- 206-733-9800

Website: <http://www.seattle.gov/police/Precincts/Southwest>

West Precinct----- 206-684-8917

Website: <http://www.seattle.gov/police/Precincts/West>

East Precinct----- 206-684-4300

Website: <http://www.seattle.gov/police/Precincts/East>

NEIGHBORHOOD BUSINESS CONTACTS

- **West Seattle Chamber of Commerce**

Patti Mullen ----- 206-932-5685

Email: pmullen@wschamber.com

Website: <http://www.wschamber.com/>

- **Wallingford Chamber of Commerce**

Karen Buschow----- 206-632-0645

Email: chamber@wallingford.org

Website: <http://www.wallingford.org/ChamberOfCommerce/home.htm>

Enhancement Projects: NEWSPAPER BOXES

Newspaper boxes or racks are a common sight on Seattle's sidewalks. Boxes may cause physical and visual clutter; however, businesses can maintain a tidy appearance in their district by installing **Modular Units**.

Modular units are permanent racks that have a pedestal base bolted into the sidewalk and a tray attached to the pedestal that holds the publishers' boxes. Once the modular units are in place, publishers **MUST** use them and freestanding boxes are not allowed within 120 feet. If all units are full, publishers who desire a unit on that block must purchase a second modular unit and install it. The Seattle Department of Transportation (SDOT) enforces and tracks all modular units and has the authority to decide location issues.

Freestanding newspaper boxes



Modular newspaper units



Frequently asked questions:

Who regulates freestanding newspaper boxes?

SDOT is responsible for monitoring newspaper boxes. General SDOT policy is to have publishers place boxes together on one corner. When that corner is "full," SDOT requests that publishers place boxes on the far corner. If both corners of a block are full and more boxes are requested, they can be placed mid-block provided they allow 5 feet or more of unobstructed sidewalk space and do not hamper disabled access, bus stops or loading zones.

Where can we buy a modular unit?

It is advisable to contact the Single Copy Distribution office of the Seattle Times and work with them for purchase and installation. Call Doug Brown at the Seattle Times, 206-464-2720.

Who can we call to report problems with a box?

Call the publisher of the newspaper using the box. If you are not receiving a satisfactory response, call John Zavis at SDOT, 206-684-5267.

Benefits and challenges of modular units:

BENEFITS

- Increases the business district's control over the placement of racks.
- Improves the appearance of sidewalks. Newspaper boxes in the modular racks are generally single color, so sidewalks will appear neater.
- May discourage publishers from overcrowding the district with freestanding boxes.

CHALLENGES

- Requires maintenance by the publishers, who are responsible for boxes within modular units.
- Requires coordination between the business districts, the publishers and SDOT for installation.

Contacts

CITY OF SEATTLE

<http://www.seattle.gov>

• **Seattle Department of Transportation**

Street Use, John Zavis----- 206-684-5267

Email: john.zavis@seattle.gov

Street Use website: http://www.seattle.gov/transportation/stuse_home.htm

SEATTLE TIMES SINGLE COPY, Doug Brown----- 206-464-2720

NEIGHBORHOOD BUSINESS CONTACTS

• **Metropolitan Improvement District**

Peggy Emerson----- 206-441-3303

Email: peggye@downtownseattle.com

Steve Walls----- 206-441-3303

Email: stevew@downtownseattle.com

Website: <http://www.downtownseattle.com/MIDInAction>

Funding:

THE NEIGHBORHOOD MATCHING FUND

The Neighborhood Matching Fund is a great source of funding for your district's projects. If your project is approved, you will receive a grant that matches the value of your group's contributions in volunteer time, cash, material donations or professional services. Depending on the type of project, your contributions are valued and "matched" 1:2 or 1:1. Projects funded by the Neighborhood Matching Fund are selected through a competitive process and must benefit the community. There are two matching fund programs:

- **The Small and Simple Projects Fund** is for relatively small projects, not to exceed \$15,000 in "match" from the Department of Neighborhoods. Small and Simple project applications are accepted four times during the year and the project must be completed in 6 months.
- **The Large Projects Fund** funds projects from \$15,000 to \$100,000 that can be completed in 12 months. Prior to submitting an application, the group submits a Letter of Intent to Apply, followed by the actual application two months later. Once the applications are submitted, the appropriate District Council, as well as the Citywide Review Team (CRT), reviews them. The CRT forwards its funding recommendations to the Mayor and City Council for approval. Awarded funds become available once the organization signs a contract with the City to undertake the project.

Frequently asked questions:***Where can I get more information about this program?***

Call Department of Neighborhoods at 206-684-0464 and ask for the Neighborhood Matching Fund staff person assigned to your area. They can answer questions and provide application materials. Also read the program website: <http://www.seattle.gov/neighborhoods/nmf/>.

Who approves the applications?

Department of Neighborhoods staff approves the Small and Simple Projects Fund awards. The Large Projects Fund applications are reviewed by the appropriate District Council and a volunteer group—Citywide Review Team—who rate all Neighborhood Matching Fund applications and recommend projects for funding to the Mayor and City Council.

Benefits and challenges of the Neighborhood Matching Fund:**BENEFITS**

- Provides cash to get projects accomplished. The money can be used to hire professionals or to buy supplies and equipment.
- Increases a project's validity, since it is reviewed by City staff and approved, in the case of the Large Projects Fund, by the Mayor and City Council.

CHALLENGES

- Can be difficult to buy equipment or pay staff because the City only pays after being invoiced. Hiring a fiscal agent may alleviate problems with money flow.
- Timing can vary between the initial application and a signed contract. The length of the review process and signing of a contract varies depending on the fund. For the Small and Simple Projects Fund, a group could be under contract about 2½ months after applying; 6 months for the Large Projects Fund.

Contacts	
<u>CITY OF SEATTLE</u>	
http://www.seattle.gov	
• Department of Neighborhoods	
Bernie Matsuno-----	206-684-0463
Email: bernie.matsuno@seattle.gov	
Matching Funds website: http://www.seattle.gov/neighborhoods/nmf/	
<u>NEIGHBORHOOD BUSINESS CONTACTS</u>	
• West Seattle Junction BIA	
Kay Knapton-----	206-935-0904
Email: wsja@wsjunction.com	
Website: http://www.wsjunction.com	
• Belltown Business Association	
Carole Jordan-----	206-268-4483
Email: belltownbusinessassociation@cablespeed.com	
Website: http://www.belltown.org/bba.php	

Funding:

FORMING A BUSINESS IMPROVEMENT AREA (BIA)

A Business Improvement Area (BIA) provides a mechanism for businesses, property owners or a combination to collectively obtain the improvements they want to see in their district. There are currently 6 BIA districts in the city, each with a unique set of goals and programs:

1. Broadway
2. Metropolitan Improvement District
3. International District/Chinatown
4. Pioneer Square
5. West Seattle Junction
6. University District

The BIA funds can be used for parking, joint marketing, cleanup and maintenance, security, special events, beautification and management and administration.



University District's Rebuilding the Ave Project

BIA assessments can be calculated based on square footage, assessed land value and/or B & O taxable revenue. The assessments are collected by the City and disbursed to the BIA, which is responsible for the financial management of the funds. The BIA is overseen by a ratepayer's board, which is responsible for developing the program and budget. You may use Neighborhood Matching Fund (NMF) monies to plan for a potential BIA. Once the BIA is established, BIA assessments can be used as a match for NMF applications.

The process of getting a BIA: you must have a petition signed by potential ratepayers representing 60% of the assessable value in the district. For example, if B & O revenue will be used for the BIA assessments, businesses that comprise 60% of all revenues generated in the district would need to sign the petition. The petition is then submitted to the Department of Executive Administration and approved by City Council.

The Office of Economic Development (OED) Can Help

The Office of Economic Development (OED) assists business areas interested in initiating a BIA and serves as a liaison to help address and resolve issues involving the City. OED will provide a staff person to attend BIA meetings as necessary, assist with planning, contracting and technical advice, hold quarterly meetings or other forums for BIA staff or representatives to attend and discuss issues of concern to their locality.

Frequently asked questions:***If a potential ratepayer doesn't support the BIA, does he/she have to pay the assessments?***

If 60% of the area's ratepayers have signed the petition and City Council approves, all ratepayers must pay the assessments.

If businesses are paying the assessments, what happens when a storefront is vacant?

If the assessment formula is based on business B&O taxable revenue only, the vacant storefront would not be assessed because there is no business. However, the formula can be set up so that property owners pay fees for vacant space.

Can businesses be excluded from paying assessments?

Yes. For example, most BIA districts specify exemptions for charitable organizations and temporary uses.

Benefits and challenges of BIAs:

BENEFITS

- Offers flexibility: the program is controlled by businesses and/or property owners and can be modified to meet each district's specific needs.
- Allows for new services or higher service levels than those provided by the City.
- Increases equity: assessments are collected from every business and/or property owner included in the area, unlike membership organizations.

CHALLENGES

- Requires a time commitment. The petitioning process requires a dedicated group able to research the data collection necessary and contact every business in the proposed BIA boundaries.
- Has some limitations. Assessments are based on a set formula; therefore, funds available to the BIA are dependent on the factors influencing this formula such as changes in property values, fluctuations in business revenues, total square footage, etc.



Contacts

CITY OF SEATTLE

<http://www.seattle.gov>

• **Department of Executive Administration**

Teri Allen----- 206-684-5226
Email: teri.allen@seattle.gov

• **Office of Economic Development**

Rob Watt----- 206-684-3348
Email: rob.watt@seattle.gov
General OED website: <http://www.seattle.gov/economicdevelopment/>
A BIA Handbook can be accessed online at:
http://www.seattle.gov/economicdevelopment/pdfs/bia_handbook.pdf

NEIGHBORHOOD BUSINESS CONTACTS

• **West Seattle Junction BIA**

Kay Knapton----- 206-935-0904
Email: wsja@wsjunction.com
Website: <http://www.wsjunction.com>

• **Chinatown/International District BIA**

Tim Wang----- 206-382-1197
Email: tim@cidbia.org
Website: <http://www.internationaldistrict.org/cidbia.asp>

Maintenance:

LITTER CANS

Seattle Public Utilities (SPU) is responsible for providing and servicing approximately 900 litter cans in business districts in Seattle. This is done in partnership with the Seattle Department of Transportation (SDOT).

To report a damaged trash can or problems with pick-up call 206-615-1700.

If you want to purchase new cans for your district, contact Seattle Public Utilities at 206-615-1700. It is also possible to obtain cans that are not the standard style. Details can be worked out with the Seattle Public Utilities staff. Some districts have used the Neighborhood Matching Fund to pay for district trash cans (see the Funding section).



Frequently asked questions:

Can individual businesses place privately owned and serviced trash cans in front of their business?

Yes. Call the SDOT Street Maintenance, 206-386-1006 to get advice on type and volume of receptacle. You should put the can within 2 feet of your building, leaving 5 feet of clear sidewalk.

How can we tell the City that more trash receptacles are needed in our district?

Under its current budget, the Seattle Department of Transportation can only service a limited number of cans. Call Vic Roberson of SPU at 206-615-0570 to get advice.

Can you put graphics and/or artwork on trash cans?

Yes, but graphics and artwork must be approved by the Seattle Department of Transportation.

Benefits and challenges of buying new cans for your district:

BENEFITS

- Provides strong neighborhood identification.
- Can function better, be more aesthetic, less prone to graffiti and easier to cleanup.

CHALLENGES

- Requires collaboration with all businesses, SDOT and SPU to insure consensus on design issues and financing of new cans.
- Can be limited on style choices since certain styles can be difficult or impossible to service by Seattle Department of Transportation crews.

Contacts

CITY OF SEATTLE

<http://www.seattle.gov>

• Seattle Public Utilities

Community Services Division, Vic Roberson----- 206-615-0570

Email: vic.roberson@seattle.gov

General SPU website: <http://www.seattle.gov/util/>

• Seattle Department of Transportation

Street Maintenance, Roxanne Thomas----- 206-386-1006

Email: roxanne.thomas@seattle.gov

Website: <http://www.seattle.gov/transportation/streetmaintenance.htm>

NEIGHBORHOOD BUSINESS CONTACTS

• Aurora Avenue Merchants Association

Faye Garneau----- 206-526-1366

Email: garneau_properties@msn.com

• Wallingford Chamber of Commerce

Karen Buschow----- 206-632-0645

Email: chamber@wallingford.org

Website: <http://www.wallingford.org/ChamberOfCommerce/home.htm>

Maintenance:

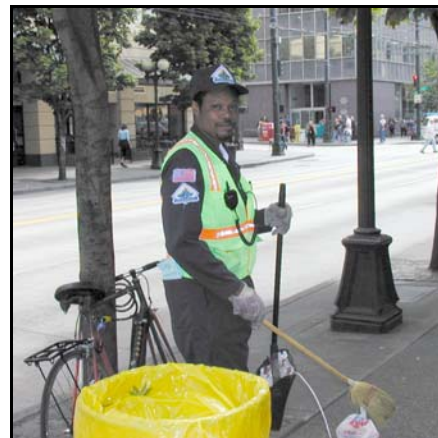
SIDEWALK CLEANING

Clean and well-kept sidewalks are appreciated by shoppers in your district. Cleaning and maintenance of sidewalks and planting strips is not performed by the City but is the responsibility of the nearest business or property owner.

If you would like assistance cleaning your sidewalks, there are several private firms that will provide sidewalk cleaning and other related services in your business district. Typical services included in such contracts are: sidewalk sweeping and cleaning, removing posters from poles, removing graffiti and pressure washing of sidewalks (annually or as needed).

You and your contractor should clarify who is responsible for providing cleaning equipment and how to dispose of waste collected in the district. Some business districts have used the Department of Neighborhoods (DON) Neighborhood Matching Fund to help them purchase equipment; this equipment would be the property of the district organization.

To dispose of waste collected by the contractor, you can either designate a business dumpster as the waste drop-off or provide a dumpster dedicated to street/sidewalk cleaning.

**Frequently asked questions:*****What are the costs of these cleaning contracts?***

Costs depend on the level and frequency of service required. Call contractors for quotes. A few contractors include: The Millionaire Club 206-728-5627, Vinson Brothers Corporation 206-725-4841, and CleanScapes 206-341-9677.

What can we do other than hiring professional cleaners?

Request additional trash receptacles from SPU (See Litter Cans entry in this section) and discuss problem areas. SPU can help with periodic neighborhood cleanups of public areas by volunteers. Call the **Adopt-A-Street Hotline** at 206-684-7647. Even if you don't wish to become an official Adopter, the folks there can help you with a cleanup.

Benefits and challenges of sidewalk cleaning:**BENEFITS**

- Improves the overall look of your area and can reduce vandalism.
- Offers a higher level of cleanliness than what is provided by the City.
- Gives your district more options and control over the kind of services you receive.

CHALLENGES

- Requires someone to select and supervise the contractor, including resolving potential complaints from merchants about noise of blowers, etc.

Contacts**CITY OF SEATTLE**
<http://www.seattle.gov>

- **Seattle Public Utilities**

Adopt-A-Street Hotline----- 206-684-7647

Community Services, Tom Gannon----- 206-684-8565

Email: tom.gannon@seattle.gov

Website: <http://www.seattle.gov/util/aastreet>

- **Department of Neighborhoods**----- 206-684-0464

General DON website: <http://www.seattle.gov/neighborhoods/>

NEIGHBORHOOD BUSINESS CONTACTS

- **Aurora Avenue Merchants Association**

Faye Garneau----- 206-526-1366

Email: garneau_properties@msn.com

- **Metropolitan Improvement District**

Peggy Emerson----- 206-441-3303

Email: peggye@downtownseattle.com

Steve Walls----- 206-441-3303

Email: steve@downtownseattle.com

Website: <http://www.downtownseattle.com/MIDInAction>

Maintenance:

SPRING CLEAN AND COMMUNITY CLEANUP

Spring Clean is a great way to beautify your business district. Spring Clean, Seattle's cleanup of public spaces, is held by Seattle Public Utilities (SPU) throughout April and early May. This program provides groups with plastic bags, free disposal and assistance. SPU will also be glad to help with neighborhood stewardship projects any time of the year – not just in the spring.

How to get involved:

- Organize a team: Team up with other businesses, neighbors, a nearby school, community groups, family and friends.
- Choose your project: Project ideas include: picking up litter, planting flowers, painting out graffiti, creating a mural or any other project which will beautify the public spaces in your neighborhood. The Rainier Chamber of Commerce, Queen Anne Chamber of Commerce, Lake City Chamber of Commerce and the University District all run model Spring Clean programs.
- Register: Send for a registration packet, which contains information on how to get free plastic bags and passes to a Recycling and Disposal Station. In addition, the City can work to get other individuals in your area matched to your team.



For more information, call 206-233-7187 or request an information packet by sending your name, group name, address, day and evening phone to:

Community Cleanup/Spring Clean
Seattle Public Utilities
700 5th Ave Ste 4900
P.O. Box 34018
Seattle, WA 98124-4018

You can also visit: <http://www.seattle.gov/util/ept/springclean> and access a volunteer form online at: <http://www.seattle.gov/util/ept/springclean/docs/regform2003.pdf>.

Frequently asked questions:

How can Spring Clean help my area?

Spring Clean is a great way to mobilize your business district for year-long beautification benefits.

Is Spring Clean the same as the Home Cleanup Program?

No. Spring Clean is a volunteer-driven cleanup of public spaces (such as streets, roads, alleys and open spaces). The Home Cleanup Program operates a little different; information regarding this event is mailed out by zip codes as to where home items can be dropped off.

Contacts

CITY OF SEATTLE

<http://www.seattle.gov>

• Seattle Public Utilities

Community Cleanup/Spring Clean Hotline----- 206-233-7187

Website: <http://www.seattle.gov/util/ept/springclean>

NEIGHBORHOOD BUSINESS CONTACTS

• Belltown Business Association

Carole Jordan----- 206-268-4483

Email: belltownbusinessassociation@cablespeed.com

Website: <http://www.belltown.org/bba.php>

• Metropolitan Improvement District

Peggy Emerson----- 206-441-3303

Email: peggye@downtownseattle.com

Steve Walls----- 206-441-3303

Email: steve@downtownseattle.com

Website: <http://www.downtownseattle.com/MIDInAction>

Maintenance:

STREET CLEANING AND REPAIR

Arterial streets are cleaned by the Seattle Department of Transportation (SDOT), which has cleaning schedules for different business districts depending on the use and amount of traffic they experience.

If you feel that your area is not receiving adequate cleaning levels, call the SDOT street maintenance crews to request additional service: north of Denny Way call 206-684-7508; south of Denny Way call 206-386-1218.

There is a Pothole Ranger crew assigned to each quadrant of the city. They schedule their work to take care of all the potholes reported within 48 hours. They also look for unreported potholes on arterial streets.

If you notice a pothole or the need for other minor street repairs, call the SDOT 24-hour Pothole Ranger Hotline at 206-386-1218. During Business hours you can call 206-684-7508 for areas north of Denny Way or 206-386-1218 for areas south of Denny Way.

**Frequently asked questions:*****How frequently does the Seattle Department of Transportation clean arterial streets?***

Level of street cleaning depends on the location: downtown is cleaned nightly; major business districts are cleaned from twice a week to twice a month; and small business districts on arterials are cleaned once a month.

Will street cleaners sweep streets without curbs?

No, routine street sweeping does not include non-curbed streets. If your district lacks basic street features (curbs, drains, etc.) you may want to initiate a Business Improvement Area (BIA).

What if SDOT determines that a repair problem is beyond the scope of a quick repair?

If a pavement problem involves more than a quick repair, it will be added to the SDOT list of major maintenance projects and will be completed based on its relative priority and the funds available.

How do I report drainage problems in city streets?

Report standing water, blocked inlets or broken water mains to Seattle Public Utilities Customer Service at 206-684-3000. To report clogged sewers, call 206-684-7506 north of Denny Way and 206-386-1230 south of Denny Way.

Contacts**CITY OF SEATTLE**
<http://www.seattle.gov>
• Seattle Department of Transportation

Pothole Rangers 24-Hour Hotline----- 206-386-1218

Street cleaning and pothole reporting during business hours:

North of Denny Way----- 206-684-7508

South of Denny Way----- 206-386-1218

Report potholes online at:

<http://www.seattle.gov/transportation/potholereport.htm>

• Seattle Public Utilities

Clogged sewers North of Denny Way----- 206-684-7506

Clogged sewers South of Denny Way----- 206-386-1230

Other water related questions: SPU Customer Service----- 206-684-3000

General SPU website: <http://www.seattle.gov/util/>

NEIGHBORHOOD BUSINESS CONTACTS**• Aurora Avenue Merchants Association**

Faye Garneau----- 206-526-1366

Email: garneau_properties@msn.com

• Metropolitan Improvement District

Peggy Emerson----- 206-441-3303

Email: peggye@downtownseattle.com

Website: <http://www.downtownseattle.com/MIDInAction>

Maintenance:

STREET PAVING

The Seattle Department of Transportation (SDOT) keeps a prioritized list of the city's pavement needs. This list is used to schedule streets for possible repair and resurfacing each year. Decisions are based on the condition of the street, type of work needed and available funding.

Most of the City's street-paving funds are directed to the busiest arterial streets. Sometimes, on the less-traveled non-arterial streets, property owners join together to pay for major street improvements. Some paving projects are accomplished through the formation of public-private paving partnerships.



Frequently asked questions:

How can I get my street paved?

Call the Seattle Department of Transportation at 206-684-ROAD (206-684-7623). An SDOT representative will inspect your street to evaluate what kind of work is needed. SDOT will determine whether or not to add your street to a list of possible pavement candidates. If only a small repair is required, it may be taken care of quite quickly.

Besides paving, what else can be done about unpaved streets?

Unpaved industrial streets are repaired as needed. This usually involves regrading the street to smooth out ruts and holes and treating the street for dust during the dry season. The Seattle Department of Transportation can also work with adjacent property owners to regrade and spread new rock over unimproved streets. These projects are typically implemented through a partnership arrangement, with the Seattle Department of Transportation matching contributions from adjacent property owners up to a total SDOT contribution of \$25,000.

Contacts

CITY OF SEATTLE

<http://www.seattle.gov>

• **Seattle Department of Transportation**

Street Maintenance/Pavement Management

Charles Bookman----- 206-233-0044

Email: charles.bookman@seattle.gov

Website: <http://www.seattle.gov/transportation/streetmaintenance.htm>

General Information Line----- 206-684-ROAD
206-684-7623

NEIGHBORHOOD BUSINESS CONTACTS

• **SODO Business Association**

Michael Peringer----- 206-292-7449

Email: mike@processheating.com

Website: <http://sodobusinessassociation.org/index.html>

• **University District Business Improvement Area**

Teresa Lord Hugel----- 206-547-4417

Email: director@udistrictchamber.org

Website: <http://www.udistrictchamber.org>

Maintenance:

GRAFFITI

Graffiti comes in many forms and styles and is a form of vandalism. While most Seattle graffiti is of the “tagger” variety, residents and visitors may assume that graffiti is drug or gang related and therefore is often viewed as a sign of a neglected and perhaps an unsafe neighborhood.

For this reason it is imperative that graffiti is removed promptly from all surfaces. **“Three Times 72”** is the Rule! If graffiti is removed from a surface within 72 hours three times, it is unlikely that the property will be vandalized in the future. This is because the vandals do not want to risk jail for something that they can’t show their friends.

For the same reason, immediate removal of graffiti is the best way to stop graffiti from occurring at all. The number of vandals is small; but if their damage is allowed to stand, it can seem much higher. Graffiti is a crime and persons convicted may be sentenced to jail.



Frequently asked questions:

What should I do when I see graffiti in my neighborhood?

Report graffiti to the Seattle Public Utilities (SPU) Graffiti and Illegal Dumping Hotline at 206-684-7587 or online at: http://www.seattle.gov/util/ept/graffiti/graffit_form.htm. When graffiti appears on your property, call the police to file a report at 206-625-5011. This will help prosecutors down the road. If you see an act of graffiti vandalism in progress, call 911 immediately.

Who is responsible for removing graffiti?

Graffiti on public property will be removed by SPU's skilled Graffiti Rangers or other City departments. Graffiti on private property is the responsibility of the property owner. SPU will notify property owners to tell them they need to remove the graffiti in accordance with City Code.

What if the graffiti is on a leased dumpster?

The City requires the dumpster contractor to repaint or replace commercial dumpsters that have graffiti. Call your contractor when a leased commercial dumpster experiences graffiti. If it is a residential dumpster, call SPU's Graffiti Hotline at 206-684-7587.

What is the best way to remove graffiti?

Graffiti may appear on any of the surfaces listed below. If you can't remove it right away, cover it with black plastic until appropriate removal can be completed. For assistance with removal on private property, you can get free advice from the City's Anti-Graffiti Program at 206-684-7587.

- **Painted Surfaces:** Graffiti on painted surfaces is best removed simply by painting over the damage. If you have a frequently tagged wall, request a five-gallon bucket of paint from the graffiti program and paint the whole wall. Keep the extra paint so you always have a quick match.
- **Metal Surfaces:** For cleaning graffiti on metal surfaces there are many types of products, but simple lacquer thinner often works best. Be sure to test a small area.
- **Masonry Surfaces:** Masonry surfaces require specialized chemicals that vary based on the type of stone and hot water pressure washers. It is generally best to contact a professional firm.
- **Glass:** Vandals are increasingly using acid etching pens to damage store windows. Often an auto glass repair shop can buff out the etching, but you'll be left with distortion. If you find that your glass has been etched, DO NOT TOUCH as the acid could burn you. Rinse the area with lots of water to stop the acid working. Then you will need to decide whether to replace the glass or have it buffed.

How do I organize my business district to remove graffiti on a regular basis?

- **Organize a “Paint-Out”:** This great concept comes from the Rainier Chamber of Commerce and is designed to encourage community building and participation. It is a fun way to reclaim your community! You need to:
 1. Recruit volunteers and choose an area to cover (one block or several blocks, depending on the number of volunteers).
 2. Contact the City’s Anti-Graffiti Program and let them know about the project. SPU will provide painting supplies for free.
 3. Obtain the paint. SPU will tell you where to access the Paint Bank, where paints of many colors are available at no charge.
 4. Choose a date—feel free to do “Paint-Out” year round, but be sure to schedule an alternative date in case of rain.
 5. Paint out graffiti in your area—obtain permission from property owners first.
 6. Repeat on a regular basis. “Paint-Outs” are most effective when done regularly.
- **Invent your own!** The City of Seattle has a grant program available to fund innovative graffiti clean-up programs. Get more information at 206-386-9746.

Contacts**CITY OF SEATTLE**<http://www.seattle.gov>• **Seattle Public Utilities**

Graffiti Hotline----- 206-684-7587

(Also report illegal dumping and surface water pollution on the graffiti hotline)

Online graffiti reporting:

http://www.seattle.gov/util/ept/graffiti_form.htm

Volunteer paint-out and free paint----- 206-386-4093

Graffiti matching fund grant----- 206-386-9746

Graffiti Website:

http://www.seattle.gov/util/ept/graffiti_form.htm• **Seattle Police Department**

Non-emergency----- 206-625-5011

Emergency----- Call 911

General Police Department website: <http://www.seattle.gov/police>**NEIGHBORHOOD BUSINESS CONTACTS**• **Metropolitan Improvement District**

Peggy Emerson----- 206-441-3303

Email: peggye@downtownseattle.com

Steve Walls----- 206-441-3303

Email: steview@downtownseattle.comWebsite: <http://www.downtownseattle.com/MIDInAction>• **Broadway Business Improvement Area**

Shirley Bishop----- 206-367-8704

email: info@broadwaybia.org

Maintenance:

BUILDING/FIRE CODE VIOLATIONS

The Department of Planning and Development (DPD) is responsible for inspecting privately owned buildings and property for compliance with existing building and property maintenance codes. DPD also works with other departments, such as the Seattle Police and Fire Departments, to solve problems with fire hazards and criminal use of private buildings.

If there is a building or property site in your area that is a considerable "eyesore," there is a good chance it is in violation of the Housing & Building Maintenance or Land Use Code. You can call the Complaint Hotline at 206-684-7899 to report suspected violations. If you wish to remain anonymous you may do so; you can obtain a case number and the name of the inspector assigned to the case after a few days by calling back or checking online. Once a complaint is made, its status is available online at:

<http://www.seattle.gov/DPD/enforcement>.

Weeds, substandard housing, accumulation of junk outdoors and vacant buildings are all possible issues that you can report to DPD.

**Frequently asked questions:*****What can we do about a vacant building in our district without secured windows and doors?***

Call DPD Complaint Hotline at 206-684-7899 to report vacant residential buildings. DPD will contact the owner and require that they secure windows and doors and encourage the owner to post No Trespassing signs. DPD keeps a list of vacant buildings with recently corrected violations and inspects them quarterly for three consecutive quarters to insure that they meet standards for vacant buildings, including securing them against entry and weather.

The Fire Department Inspectors will investigate inquiries usually within four days of receipt or immediately if a life-endangering situation exists. For non-residential buildings call the Fire Marshal at 206-386-1450. Non-residential vacant buildings are not routinely inspected on a quarterly basis by DPD.

When are trees and vegetation illegal?

If trees and vegetation overgrow into the street, alley or create a traffic hazard, then they may be a "public nuisance". Call the DPD Complaint Hotline at 206-684-7899 to report.

Contacts**CITY OF SEATTLE**

<http://www.seattle.gov>

- **Department of Planning and Development**

Complaint Hotline for DPD, weeds, zoning & building and other codes-----

206-684-7899

DPD Complaint Service Center website: <http://www.seattle.gov/DPD/CSC>

- **Seattle Fire Department Fire Marshall**

Fire Hazards, Fire Code Violations, Complaints, Questions-----

206-386-1450

Fire Marshall Website: <http://www.seattle.gov/fire/FMO/fmo.htm#compliance>

- **Seattle Police Department**

Non-emergency complaints and questions-----

206-625-5011

Emergencies-----

Call 911

General Police Department website: <http://www.seattle.gov/police>

NEIGHBORHOOD BUSINESS CONTACTS

- **Pioneer Square Community Association**

Craig Montgomery-----

206-667-0687

Email: craig@pioneersquare.org

Website: <http://www.pioneersquare.org/>

- **Chinatown/International District BIA**

Tim Wang -----

206-382-1197

Email: tim@cidbia.org

Website: <http://www.internationaldistrict.org/cidbia.asp>

Signs: BANNERS

The use of district-wide “cross-street” and “pole” banners is an effective way to advertise upcoming events or to identify your area. Once you’ve chosen the general size and location(s) for your banners, you will need to obtain a street use permit from the Seattle Department of Transportation. Keep the following requirements in mind:

1. Cross-street banners must be strung between buildings. To install eyebolts in a building requires a building permit from the Department of Planning and Development (DPD) Sign Section.
2. Cross-street banners should be strung five feet above bus trolley lines with non-metallic wire.
3. “Pole” banners (shown at right) should be located on metal street-light poles.



Frequently asked questions:

Who decides if our proposed location is acceptable?

The Seattle Department of Transportation will make a site inspection once a detailed description of the banner and location is submitted.

Can pole banners extend into the street?

No. Pole banners should be placed on the sidewalk side of the pole. If the pole is set back from the street, banners can extend toward the street.

Where can we get funds for such a project?

Neighborhood Matching Funds are available for district wide marketing projects like this (see the Funding Section). A large business in an area could also sponsor a banner.

Benefits and challenges of banners:

BENEFITS

- Can promote your area or special event and build a sense of identity for your district.
- Costs less for maintenance once brackets are in place on poles and cloth banners have been made.
- Can be fun to work with an artist to design a distinctive banner.

CHALLENGES

- Requires someone to be hired (or volunteered) to put up, maintain and take down the banners, if banners are displayed only periodically.
- Must have a sufficient number of pole banners in the area to have a strong visual impact.

Contacts

CITY OF SEATTLE

<http://www.seattle.gov>

• Seattle Department of Transportation

Street Use, John Zavis----- 206-684-5267

Email: john.zavis@seattle.gov

Street Use website: http://www.seattle.gov/transportation/stuse_home.htm

• Department of Planning and Development

Sign Section, Kent Hunnicutt----- 206-684-8419

Email: kent.hunnicutt@seattle.gov

Website: http://www.seattle.gov/DPD/asc/Apply_for_permit.htm

• Department of Neighborhoods-----

Matching Funds Website: <http://www.seattle.gov/neighborhoods/nmf> 206-684-0464

NEIGHBORHOOD BUSINESS CONTACTS

• Wallingford Chamber of Commerce

Karen Buschow----- 206-632-0645

Email: chamber@wallingford.org

Website: <http://www.wallingford.org/ChamberOfCommerce/home.htm>

• Belltown Business Association

Carole Jordan----- 206-268-4483

Email: belltownbusinessassociation@cablespeed.com

Website: <http://www.belltown.org/bba.php>

Signs:

DISTRICT IDENTIFICATION SIGNS

It is relatively easy to get business district or community identification signs in your area. The Seattle Department of Transportation (SDOT) will put up signs that identify an AREA—not a specific group or organization. Typically, signs say “XYZ Commercial District (or Community) Welcomes You.” The Seattle Department of Transportation will manufacture and install the sign(s) as long as the group agrees to cover the costs.

Frequently asked questions:***How much does a typical sign cost?***

Signs can cost up to \$300 each depending on the design and installation costs.

How many signs can a neighborhood have?

Neighborhoods usually purchase 4 signs. But if the group comes up with good locations, the Seattle Department of Transportation could approve more.

Can SDOT install freestanding signs?

Typically district identification signs are installed on their own sign post.

What is the size and color of the sign?

Sign colors and designs are limited. The sign is 3 x 2 feet and the colors are typically green with white lettering. Additional colors may be added, but the feasibility of this must be reviewed for each sign request. Adding colors will also affect the total cost.

How long does the process take?

Once a group has funding for the sign and the design and locations for the signs have been approved, manufacture and installation usually take between 3 – 6 weeks, depending on the time of year and the workload of SDOT’s traffic shop.

**Process:**

1. Determine the content of your signs—will you have a logo? Do you want different colors than the typical green-and-white? Contact Carol Wittig SDOT at 206-684-5512 to finalize your design choice and ensure that it is feasible.
2. Secure funding for the signs—if you do not have your own funding, you can apply for a grant through the Department of Neighborhoods’ Neighborhood Matching Fund program (see entry under the Funding section). This is a competitive process.
3. Submit sign design and locations to SDOT for approval. Contact Carol Wittig at 206-684-5512.
4. Signs are manufactured and installed by SDOT crews within 3–6 weeks.

Contacts**CITY OF SEATTLE**

<http://www.seattle.gov>

• Seattle Department of Transportation

Carol Wittig ----- 206-684-5512

Email: carol.wittig@seattle.gov

General SDOT website: <http://www.seattle.gov/transportation>

• Department of Neighborhoods

----- 206-684-0465

Matching Funds Website: <http://www.seattle.gov/neighborhoods/nmf>

NEIGHBORHOOD BUSINESS CONTACTS**• SODO Business Association**

Michael Peringer----- 206-292-7449

Email: mike@processheating.com

Website: <http://sodobusinessassociation.org/index.html>

• Viewridge Community Council

Bob Lucas----- 206-526-0575

Email: blucas5134@aol.com

Website: <http://www.scn.org/neighbors/viewridge>

Signs:

SANDWICH BOARDS

Sandwich boards now appear almost everywhere on sidewalks in Seattle. They provide important identification of businesses located off street level or just off a major pedestrian street. The Seattle Department of Transportation (SDOT) regulates the placement of sandwich boards in public rights-of-way because they can sometimes clutter sidewalks and pose a safety hazard for the visually and physically impaired. Currently, sandwich boards are illegal except in a City-approved district that has obtained a district permit. See the checklist below for important features of this ordinance.

Current districts with City approval for sandwich boards:

- Businesses of Broadway
- Pioneer Square Community Association
- Pike Place Market Historical District

Frequently asked questions:**Who can have a sandwich board?**

Only businesses within the districts listed above are legally approved for sandwich boards.

How do I obtain sandwich board approval for my district?

You need to have a business district group that has been approved by the City Council such as a BIA, historic or landmark district or Chamber of Commerce. 60% of all businesses in the area need to sign a petition approving the designation and you need \$1 million in liability insurance with the City named as additionally insured (this could be a rider on an existing insurance policy).

Why does the Seattle Department of Transportation regulate our sidewalks?

Sidewalks are part of the street and the City can and does regulate these areas to ensure public safety. Thus, street use permits are required for sidewalk activity.

How do I report an illegal, dangerous or improperly placed sandwich board?

Call the SDOT Street Use Permit counter at 206-684-5283. Sandwich boards are currently regulated on a complaint basis only.

**Checklist for legal sandwich boards:**

- Obtain a district-wide sandwich board permit before placing any signs in a public right-of-way.
- Do not attach electric lights to the signs.
- Locate signs in front of the sponsoring business. Allow for 8 feet of clear passage for pedestrians; and do not interfere with or attach signs to bus shelters, parking meters or loading zones. Signs may be located in the space between street trees and curb. Signs must be distinguishable by the cane of a visually impaired person.
- Place only one sign per address. If more than one business shares an entrance, then signs can represent more than one business.
- Only display signs during business hours.

Contacts**CITY OF SEATTLE**
<http://www.seattle.gov>

- **Seattle Department of Transportation**

Street Use, John Zavis----- 206-684-5267

Email: john.zavis@seattle.gov

Street Use website: http://www.seattle.gov/transportation/stuse_home.htm

NEIGHBORHOOD BUSINESS CONTACTS

- **Pioneer Square Community Association**

Craig Montgomery----- 206-667-0687

Email: craig@pioneersquare.org

Website: <http://www.pioneersquare.org>

- **University District Business Improvement Association**

Teresa Lord Hugel----- 206-547-4417

Email: director@udistrictchamber.org

Website: <http://www.udistrictchamber.org>

Parking:

MANAGING PARKING IN A BUSINESS DISTRICT

There are a variety of ways you can manage on-street parking availability in your district. Some of the ways include:

- Adjusting How Curb Space is Used
- Improving Short-Term Parking
- Providing Parking Wayfinding Signs
- Learning How Enforcement Works
- Parking Validation Programs & Community-Owned Facilities
- City of Seattle Parking Services
- Neighborhood Business Contacts

Parking Resources:

The Seattle Department of Transportation (SDOT) has a **Parking in Seattle** website where all topics related to parking are presented. Visit this site at www.seattle.gov/transportation/parking.

SDOT also has several guides such as “**Your Guide to Parking Management**” available online at <http://www.seattle.gov/transportation/parking/parkingguide.htm>, and “The Parking Book: How to Deal with Parking in Your Neighborhood” available online at <http://www.seattle.gov/transportation/parking/parkingplanning.htm>.

If you would like a hard copy of the “**Your Guide to Parking Management**,” please pick one up at your nearest Neighborhood Service Center, or for a copy of either guide, contact Mary Catherine Snyder at (206) 684-8110 or marycatherine.snyder@seattle.gov.

For a glossary of parking terminology, visit <http://www.seattle.gov/transportation/parking/parkingterms.htm>.

Adjusting How Curb Space Is Used

SDOT regulates the use of curb space to address competing needs, to assist in moving people and goods more efficiently, to support the vitality of business districts, and to create livable neighborhoods. In business districts, including blocks with mixed-use buildings containing residential units, the City of Seattle prioritizes the use of curb space as followings:

1. Transit – bus stops, bus layover zones, etc.
2. Load zones – for passengers and deliveries
3. Short-Term Parking – for customers of nearby businesses (typically 2-hour or 1-hour time limits)

Long-term commuter and employee on-street parking are actively discouraged in business districts.

As changes occur in a business district over time, the way the available curb space is used may need to be adjusted. Sometimes new developments and buildings are built that require the use of the curb space to be changed. Sometimes an adjustment to the use of the curb space is needed for something as simple as the needs of a new business, differing from those of the previous business at the same location.

Load Zones:

A common item to consider in the use of available curb space is a load zone. Sometimes a load zone that served a previous business is not necessary for a new business at the same location and could be removed to provide additional parking spaces. Or a new business may need a load zone, or a different type of load zone, than the previous business. Nearby businesses may wish to look for ways to consolidate and share load zones as a way to increase the on-street parking supply for customers.

Requests for load zones to be installed or removed may be made to **SDOT at (206) 684-ROAD (684-7623)**. The Department will evaluate all requests in light of the curb space uses nearby. Before calling, please review the load zones for at least one block on either side, and talk with other businesses on your block to identify the best

mix of load zones and parking spaces for customers that may be possible. For more information on load zones, please refer to SDOT's webpage at <http://www.seattle.gov/transportation/parkingload.htm>.

Angle Parking:

In some cases a street may be a good candidate for converting from parallel parking to angle parking. Converting to angle parking can increase the available number of parking spaces, sometimes as much as 50%, sometimes less. Not every street or block is a good candidate for angle parking and SDOT has standard minimum criteria that must be met for angle parking to be considered. Converting to angle parking may also have less desirable effects for pedestrians and wheelchair users because of cars overhanging the sidewalks and making it narrower. It can also affect visibility for residents and businesses. Debris may be more likely to accumulate under the angled cars, giving the block a less kempt appearance.

Requests for installing angle parking can be made by calling **SDOT at (206) 684-ROAD (684-7623)**. All requests are reviewed for safety and other considerations. Should a block be deemed a good candidate for converting to angle parking, local community members will be asked to petition all property owners (and/or their managers) on the affected block(s). A minimum of 60% of the adjacent property owners will need to agree to the change for SDOT to proceed with installing the angle parking.



Back-in angle parking

IMPROVING SHORT-TERM PARKING

In general, short-term parking availability for customers may be improved by adjusting the time limits or the regulation mechanisms (signs or meters/pay stations) on a particular block. By decreasing the length of time each vehicle is parked in a space, the "turnover rate" for the space is increased. The higher the turnover rate, the more times that space is used by different customers, each staying for a short period of time.

Install time restrictions:

If the parking area is currently unrestricted (e.g. with no parking time limits), then installing parking time restrictions (such as 2-hour time limits) may be needed to create the short-term turnover that benefits customers and nearby businesses.

If the parking area currently has parking time restrictions (such as 2-hour time limits), then one of the following options may be needed to improve short-term turnover:

- Reduce the time limits (to 1-hour)
- Install paid parking (meters or pay stations)
- Decrease employee parking on-street
- Enhance enforcement



Reduce the time limit:

In some cases the appropriate solution to increasing short-term turnover of an area that already has a 2-hour parking time limit is to shorten the time limit to 1-hour. Whether this is a good solution depends on the types of businesses located along the block. If they are businesses whose customers spend less than 20 minutes in their store (such as dry cleaners, mailing services, or auto supply stores, for instance), then 1-hour time limits may be a good fit as it would allow customers to shop at one or two of the stores on that block at the same time and still

have enough time to get back to their car before the time limit is up. But if customers need more than 40 or 50 minutes to use the services of businesses on a block (such as with restaurants, clothing stores, or bookstores, for instance), then a 1-hour time limit may not be long enough.

The types of businesses in the adjacent business district should also be considered. For example, the district may have a mix of businesses such that customers may like to do a few short errands and then have a bite to eat, so that their total time spent in the district may be closer to 2-hours. Additionally, there may be a benefit to the district as a whole to have consistent parking time limits from one block to the next.

Requests for installing or changing the parking time restrictions can be made by calling **SDOT** at **(206) 684-ROAD (684-7623)**. In addition to evaluating such requests for curb space, traffic, and safety considerations, the support (or lack thereof) of businesses in the area of the time restriction addition or changes, and perhaps in the larger business district, will be considered.

Install paid parking (meters or pay stations):

If the current parking time limit is already a good fit for the area, then installing paid parking may be worth considering. Paid parking (either meters or pay stations) can increase visitor compliance with the time limit.

The City of Seattle uses on-street paid parking to:

- Promote parking turnover;
- Act as a means of distributing a limited amount of on-street spaces (mainly in commercial areas) where demand exceeds supply;
- Provide short-term parking spaces for shopping or personal errands (this in contrast to long-term parking for commuters);
- Improve traffic circulation and economic viability of downtown commercial areas by maximizing the number of patron visits by car; and
- Generate revenue for the City.

The benefits and drawbacks of installing paid parking will need to be considered by the larger business district in addition to the businesses on a specific block. Generally going from no parking time limits to paid parking all at once is not recommended. But if an area already had parking time limits for a while and there is a widespread and ongoing problem with compliance with the time limit, then installing paid parking may be an appropriate tool. To explore the installation of paid parking, please contact **Mary Catherine Snyder at (206) 684-8110** or marycatherine.snyder@seattle.gov. For more information on paid parking, parking meters and pay stations, please visit: <http://www.seattle.gov/transportation/parking/parkingmeters.htm>.

Decrease employee parking on-street:

In many business districts, especially those that have no parking time limits on nearby blocks, employees of area businesses parking on-street may use spaces that could be used by customers. The City prioritizes curb space use in business districts for bus zones first, and then load zones, and then short-term customer parking. Long-term commuter and employee parking on-street are actively discouraged in business districts.

Although an employer cannot require his or her employees to park off-street, he/she can encourage employees to do so or to use other means of transportation for some or all of their commute trips to and from work. An employer could arrange to provide parking for employees at a nearby off-street lot, or could participate with other businesses in the area to develop a small business "Access Package" featuring commute trip benefits and services similar to what businesses affected by the WA State Commute Tri Reduction Law are required to provide.

Example of the types of transportation benefits employers can provide to their employees include:

- Reduced-fare bus passes or tickets
- Home-Free Guarantee program so that bus-riding employees can get a ride home by taxi if an unforeseen emergency arises
- Car-sharing club membership (such as Flexcar) so that employees can run errands at lunch
- RideShare services to match carpool drivers and riders
- Paid carpool parking spaces in an off-street lot or structure
- Secure bike-parking

For examples of small business Access Package, please review the Wallingford and U-District packages online at <http://www.seattle.gov/waytogo/businessdistricts.htm>. For more information on providing transportation benefits to your employees, please contact Randy Wiger at (206) 684-8186 or randy.wiger@seattle.gov.

Enhance Enforcement:

A business district may wish to work with the Parking Enforcement Unit of the Seattle Police Department to develop a more comprehensive enforcement strategy for the district. Contact the Parking Enforcement Unit directly at (206) 386-9012, but **to request enforcement services please call the non-emergency police number at (206) 625-5011**. Also please see the section below on “Learning How Enforcement Works.”

PROVIDING PARKING WAYFINDING SIGNS

If there are nearby off-street public parking lots in the business districts, wayfinding signage may be a way to raise awareness and help customers find the lots more easily. The City of Seattle uses a standard white “P” on a blue background for parking wayfinding signage (For an example, see the image in the upper left-hand corner at www.seattle.gov/transportation/parking.) Cost for wayfinding sign fabrication and installation starts at around \$150 per sign. For more information on providing wayfinding signs, please contact **Randy Wiger** at (206) 684-8186 or randy.wiger@seattle.gov.

LEARNING HOW ENFORCEMENT WORKS

Parking Enforcement Officers (PEOs) help maintain parking availability by working to ensure proper turnover of parking spaces in your district. There are several types of illegal parking spaces in your districts: meter feeding (e.g. staying in the same paid parking space longer than the maximum time limit), parking in restricted spaces (such as load zones), and over-staying time limits. Additionally, sometimes a vehicle is abandoned on the street, or a commercial delivery truck or forklift use affects parking availability or pedestrian safety and access.

To request enforcement services for an illegally parked vehicle or commercial delivery vehicle, call the Police Department’s non-emergency dispatch number (206) 625-0511. Some businesses keep this number handy and educate their employees on when and how to call.

To report an abandoned vehicle, call the Abandoned Vehicle Hotline (206) 684-8763. Abandoned cars are handled on a complaint basis. If there is a constant problem with unused vehicles in your area, you can keep a “log” and submit it once a week to the Seattle Police Department Parking Enforcement Unit by faxing it to **(206) 684-5101**. Please call the Unit in advance at **(206) 386-9012** the first time so they understand the nature of the problem and who to contact with questions about the log you are submitting.

For general information on **commercial vehicle enforcement** or regulations, contact **Don Smith** at **(206) 684-5125** or don.smith@seattle.gov. For **enforcement services for a violation involving a commercial vehicle**, call the Police Department’s non-emergency dispatch number at **(206) 625-5011**.

PARKING VALIDATION PROGRAMS & COMMUNITY-OWNED FACILITIES

In 1944 some foresighted business people created an innovative public company owned by and for the business community in the University District. The company's sole purpose was to ensure automobile parking for the district's shopping area. They created the "University District Parking Associates," which purchased several parking lots, affording local merchants some control over the supply of parking in the area. They currently hold 12 parking lots and offer a parking validation program.

Now that parking is at a premium, several business districts around the city have validation programs. Parking operators, merchants and transit authorities can partner to provide rolls of tokens to merchants at a set price. Merchants give the tokens to their customers, who can use them to offset the cost of parking or transportation.

For example, tokens in the Downtown Seattle CityParks© program are worth \$1 of parking or \$1 toward transit fare. Often parking lot operators sell the tokens to the administering organization (the Business Improvement Association or Chamber) at a discount. The funds can be used for ongoing marketing of the program.



Benefits and challenges of community-owned facilities and validation programs

BENEFITS:

- Provides permanent customer parking for the district.
- Gives control over parking policies to neighborhood businesses.
- Offers options to improve the appearance of parking lots with murals or landscaping.

CHALLENGES:

- Requires a long-term commitment.
- Does not usually generate profits for the business district.
- Abuse of the system is possible.

Frequently asked questions:

What are the benefits of a validation?

Validation programs, through the use of signs and marketing materials, improve the ability of shoppers, diners and visitors to easily locate off-street parking lots. Additionally, the process of creating the programs is a great way for neighborhood parking facility operators and businesses to discuss their shared goals. The materials associated with validation programs, such as maps, fliers, tokens, window decals and advertisements are a great way to market the business district.

How does a parking validation program work?

A successful validation program requires four important participants:

- Parking lot operators willing to sell tokens or tickets for use in their facilities. Often these operators will sell the tokens at a discount to the participating businesses or administering organization. They will also display signs and/or brochures showing participating businesses.

- An administering organization, such as a BIA, Chamber or Merchants Association, willing to order and sell tokens, keep merchants involved and use the difference between the values and the cost of the tokens to maintain an ongoing marketing program.
- Merchants willing to purchase the tokens and offer them to their patrons in exchange for minimum purchases. The businesses must also display window decals or brochures announcing their participation in the validation program.
- Customers willing to park in participating facilities in exchange for tokens. They must be able to easily find the facilities and the participating businesses.

How can the City help our neighborhood business district create a parking validation program?

SDOT's "Making the Parking System Work" program may be able to provide staff assistance to a neighborhood hoping to create a parking validation program. Contact Randy Wiger at (206) 684-8186 or randy.wiger@seattle.gov for more information.

How is a district parking association structured?

The University District Parking Association (UDPA) is a public company with stockholders and a board of directors. The original sale of stock gave the company capital to purchase land for parking lots. Another way to raise capital is to form a Business Improvement Area (BIA) – (see Forming a BIA in the Funding section). In 2001, UDPA added directional signs to their parking facilities and fliers announcing participating businesses. For more information on U-District parking resources contact Teresa Lord Hugel at (206) 547-4417 or info@udistrictchamber.org, or visit the parking section of the U-District Chamber website at <http://www.udistrictchamber.org/resourcesParking.cfm>.

What other examples of parking validation programs are there in the city?

The CityPark© program is sponsored by the Downtown Seattle Association in cooperation with Metro. The program charges businesses \$1.00 per token. For more information, visit <http://www.downtownseattle.com/GettingAround/CityPark.cfm>.

The Chinatown-International District has a validated parking arrangement between local parking lot operators and participating businesses called the "Save-A-Lot" program. This is administered by the Chinatown-International District BIA. For more information, review the "Parking" section at <http://www.internationaldistrict.org/cidbia.asp>.

In Pioneer Square the "Parking Round the Square" validation program is administered by the Pioneer Square Community Association. Patrons can receive a \$1.00 token in exchange for a minimum \$20 purchase at participating businesses. For more information, visit <http://pioneersquare.org/parking.html> or contact Craig Montgomery at (206) 667-0687 or craig@pioneersquare.org.



Contacts**CITY OF SEATTLE**<http://www.seattle.gov>**Parking in Seattle portal website site:**<http://www.seattle.gov/transportation/parking>

- **Abandoned Vehicle Hotline**----- 206-684-8763
- **Carpool Parking Information**----- 206-684-0816
- **Disable Parking in Seattle**----- 360-902-3770,
(WA State program) option 5
- **Land Use Code related to parking**----- 206-684-8850
(Department of Planning and Development)
- **Parking Enforcement Unit – to report illegal parking**
Seattle Police Department General Information----- 206-386-9012
http://www.seattle.gov/police/general_info
To report a violation----- 206-625-5011
- **Parking Meters**
To report a broken meter----- 206-684-5260
- **Parking Regulations**----- 206-684-ROAD
To change the regulations along the street----- 7623
- **Parking Signs** ----- 206-684-ROAD
To report a damaged parking or traffic sign ----- 7623
- **Parking Tickets**
To pay or protest (Seattle Municipal Court)----- 206-684-5600
- **Residential Parking Zone (RZP) Program** ----- 206-684-5086
- **Temporary No Parking Zone**
Application (for moving vans, etc.) ----- 206-684-5086
- **Tow-Away Zone – to determine if your vehicle has been towed**
Seattle Police Department ----- 206-684-5444
- **Zoning Enforcement**
Report a land use code violation for parking on private property
Seattle Police Department ----- 206-684-7899

NEIGHBORHOOD BUSINESS CONTACTS

- **West Seattle Chamber of Commerce**
Patti Mullen ----- 206-932-5685
Email: pmullen@wschamber.com
Website: <http://www.wschamber.com/>
- **Pioneer Square Community Association**
Craig Montgomery ----- 206-667-0687
Email: craig@pioneerquare.org
Website: <http://www.pioneersquare.org>
- **University District Business Improvement Area**
Teresa Lord Hugel----- 206-547-4417
Email: director@udistrictchamber.org
Website: <http://www.udistrictchamber.org>

Public Safety:

STREET LIGHT AND POWER LINE REPAIR

Broken street light fixtures and blinking or dim street lights need to be replaced. If you notice a malfunctioning street light, obtain the pole number from the pole and call City Light's Street Light Repair hotline:

206-684-7056 or report it online at:

<http://www.seattle.gov/light/streetlight/>.

The phone line is staffed from Monday through Friday, 7:30 am to 6:00 pm, but a message can be left after hours. The sooner you call, the quicker the light will be working again.

If you think there is a power outage, call 206-625-4448 to report it and/or find out the estimated time that service will be restored.



A common cause of power outages is tree branches brushing against power lines. City Light trims trees that affect power lines but it is not responsible for the lines that run between power poles and buildings. To report trees that are touching wires call City Light at 206-386-1663. Be specific about the nature of the problem. If you feel there is imminent danger, be sure to communicate this when you describe the problem. These calls are prioritized from most urgent to least urgent and, for a "non-urgent" situation, the waiting time is up to six months. Try to notify City Light before branches pose a serious problem or hazard.

Frequently asked questions:

Does City Light have a regular maintenance schedule for trimming trees around power lines?

Yes. City Light tries to get to all parts of the city every four to seven years.

Who can we call for further information on street light and power line repair?

Call City Light's general information line at 206-684-3000 or the Street Light Repair hotline at 206-684-7056.

What other ways are there to improve lighting in our district?

There are several ways to do this. 1. Use the City Light Alley and Security Lighting program (described in Public Safety section), 2. Form a BIA to purchase lighting improvements (described in Funding section), 3. Consider adding pedestrian lights (described in the Enhancement Projects section).

**Contacts****CITY OF SEATTLE**

<http://www.seattle.gov>

- Seattle City Light**

Customer Service-----	206-684-3000
Power Outage-----	206-625-4448
Trees on Wire-----	206-386-1663
Street Light Repair-----	206-684-7056
Online reporting: http://www.seattle.gov/light/streetlight	

NEIGHBORHOOD BUSINESS CONTACTS

- Chinatown/International District BIA**

Tim Wang -----	206-382-1197
Email: tim@cidbia.org	
Website: http://www.internationaldistrict.org/cidbia.asp	

- Belltown Business Association**

Carole Jordan-----	206-268-4483
Email: belltownbusinessassociation@cablespeed.com	
Website: http://www.belltown.org/bba.php	

Public Safety:

ALLEY AND SECURITY LIGHTING

If you have a dark alley or other areas near your business that could benefit from additional lighting, City Light has a program to help you. City Light can install and maintain high-pressure sodium streetlights or floodlights that will enhance your outdoor security lighting.

City Light maintains lighting standards throughout the city but it is not legally responsible for lighting alleys. Yet, since the security of its customers is important, City Light wants to support businesses in making lighting improvements.

Streetlights provide general illumination and floodlights light a specific area. There is a monthly charge for the electricity and maintenance of the lights and there may also be an installation fee, depending on your situation. Often, there is no installation charge if the light is installed on an existing pole; however, if there are no existing poles or if the installers have to put in cabling to reach a power source, there will be a charge.



To get an estimate for installation costs or for more information, call City Light Customer Engineering: North of Denny Way call 206-615-0600; South of Denny Way call 206-386-4200. Written permission from the building owner is required if lights are to be attached to a building. City Light will not set poles in alleys for lighting.

Monthly Charges for City-Installed Floodlights and Streetlights:

The monthly charges for floodlights and streetlights shown below include fixture maintenance, lamp replacement, energy costs and scheduled pole maintenance. (Prices shown are as of December 2004).

HPS = high pressure sodium

<u>Streetlights</u>	<u>Charge</u>	<u>Floodlights</u>	<u>Charge</u>
100-watt HPS	\$5.44 per month	100-watt HPS	\$5.49 per month
200-watt HPS	\$6.60 per month	150-watt HPS	\$6.10 per month
250-watt HPS	\$7.38 per month	200-watt HPS	\$6.32 per month
400-watt HPS	\$8.97 per month	250-watt HPS	\$6.99 per month
		400-watt HPS	\$7.82 per month

100-watt HPS "HISTORIC" streetlight fixtures are also available for \$8.51 per month.

Estimated Energy Costs for Self-Installed Floodlights:

If you purchase and install a floodlight on your property, estimated monthly energy costs (as of June 2003) are approximately:

<u>Floodlights</u>	<u>Energy Charge</u>
200-watt HPS	\$2.30 per month
250-watt HPS	\$2.97 per month
400-watt HPS	\$4.36 per month

Frequently asked questions:

Why do we have to pay for extra lighting?

City Light and Seattle Department of Transportation maintain lighting standards throughout the entire city. If you would like higher than standard lighting, you need to obtain it yourself or through this program.

How much light do I need?

The Seattle Energy Code Standards recommend the following lighting guidelines:

- Outdoor lighting for sidewalks and surface parking lots should have .05 watts per square foot. For example, if you have a 5,000 square foot parking lot, you would need a 250-watt bulb. Installation height will vary based on the area covered and the intensity of light needed.
- To light the side of a building plan for 7.5 watts per linear foot of perimeter.

Benefits and challenges of alley and security lighting:

BENEFITS

- Enhances safety and security for customers, employees, businesses and property owners.
- Possibly reduces crime, loitering, illegal dumping, etc.

CHALLENGES

- Electricity usage must be paid for, and installation and maintenance costs may be incurred.



Contacts

CITY OF SEATTLE

<http://www.seattle.gov>

• **Seattle City Light**

General information ----- 206-684-3000
 North of Denny Way----- 206-615-0600
 South of Denny Way----- 206-386-4200
 General SCL website: <http://www.seattle.gov/light>

NEIGHBORHOOD BUSINESS CONTACTS

• **Pioneer Square Community Association**

Craig Montgomery----- 206-667-0687
 Email: craig@pioneersquare.org
 Website: <http://www.pioneersquare.org>

• **Chinatown/International District BIA**

Tim Wang ----- 206-382-1197
 Email: tim@cidbia.org
 Website: <http://www.internationaldistrict.org/cidbia.asp>

Public Safety: CRIME PREVENTION

The Seattle Police Department (SPD) offers several free services directed toward the reduction of crime in business and commercial environments. Your business district can benefit from SPD's Crime Prevention program and can take advantage of the resources available to enhance public safety. Most services of the Crime Prevention Division are free and may be scheduled by calling your Precinct Crime Prevention Coordinator (see the list on the following page).

Business Watch is designed to facilitate the organization of businesses into formal and informal associations that allow the power of unity and shared ideas to reduce crime. It is based on the concept used for Block Watch, which utilizes the strength of the community by enlisting neighbors to watch out for each other.



Business/Commercial crime reduction training On-site training programs are available to complement crime prevention information. These free programs are designed to reduce the crimes of robbery, burglary and shoplifting. Training is also available in the areas of office security, workplace and personal safety. Presentations can be structured to meet the needs of your business.

Crime reduction survey This on-premise security evaluation will examine the physical and operational aspects of your business, incorporating the principles of Crime Prevention Through Environmental Design (CPTED). CPTED refers to a group of strategies intended to reduce the fear of crime and the opportunities to commit crime. It acknowledges that the existing environment can influence criminal behavior. The Precinct Crime Prevention Coordinator can provide a CPTED review of existing and planned structures or environments.

Information about business crime prevention techniques Free informational handouts are available for the various types of crimes that can concern businesses and commercial areas. This material will assist you in your crime prevention efforts. You may also access information online at: <http://www.seattle.gov/police/prevention>.

Frequently asked questions:

Our business district is experiencing ongoing graffiti and vandalism. How can we prevent this?

The Precinct Crime Prevention Coordinator (see numbers listed on the following page) can assist businesses in identifying the causes of crimes that affect their neighborhood and together they can work towards a resolution.

I have had to call 911 several times for the same problem; is there a way to address this?

Yes. Contact the non-emergency number 206-625-5011 for chronic, ongoing problems that have not been resolved by calling 911. The operator will connect you with the correct Precinct Community Police Team to assist you.

Who can I talk to about police procedures or about an officer's actions?

Call your Precinct Watch Commander (24 hours) for administrative or procedural questions or comments regarding an officer's actions. Commendations or complaints about officer conduct can also be made to the Office of Professional Accountability by phone at 206-684-8797 or email at www.seattle.gov/police/opa.

Contacts**CITY OF SEATTLE**<http://www.seattle.gov>**Seattle Police Department**

- Non-emergency questions and information----- 206-625-5011
- EMERGENCY----- Call 911
- **Crime Prevention Coordinators**
 - West Precinct: Francisco Tello, Business Coordinator----- 206-684-4730
Website: <http://www.seattle.gov/police/Precincts/West>
 - East Precinct: Neil Hansen ----- 206-684-4751
Website: <http://www.seattle.gov/police/Precincts/East>
 - North Precinct: Terrie Johnston (West of I-5)----- 206-684-4689
Diane Horswill (East of I-5)----- 206-684-7711
Website: <http://www.seattle.gov/police/Precincts/North>
 - South (east) Precinct: Mark Solomon----- 206-386-9766
Linh Thach, Asian Liaison----- 206-684-7712
Website: <http://www.seattle.gov/police/Precincts/South>
 - Southwest Precinct: Benjamin Kinlow----- 206-684-7724
Website: <http://www.seattle.gov/police/Precincts/Southwest>
- Abandoned Vehicle Hotline----- 206-684-8763
- Parking Enforcement (for ongoing problems)----- 206-386-9012
- Immediate dispatch for illegally parked vehicle----- 206-625-5011
- Checks and Forgery Unit----- 206-684-8981
- Harbor Patrol----- 206-684-4071

Legal Questions: Precinct Liaison Program Attorneys

- West Precinct, Tamara Soukup----- tamara.soukup@seattle.gov--- 206-386-4084
- East Precinct, Ed McKenna----- Edward.mckenna@seattle.gov----- 206-684-4375
- Southwest Precinct, Tuere Sala----- tuere.sala@seattle.gov----- 206-233-2020
- North Precinct, Ed McKenna----- Edward.mckenna@seattle.gov----- 206-684-7765
- Precinct Liaisons website: http://www.seattle.gov/law/precinct_liaisons

Office of Professional Accountability----- 206-684-8797

- Email: opa@seattle.gov
- Website: <http://www.seattle.gov/police/opa>

NEIGHBORHOOD BUSINESS CONTACTS**• University District Business Improvement Area**

Teresa Lord Hugel----- 206-547-4417
 Email: director@udistrictchamber.org
 Website: <http://www.udistrictchamber.org>

• Aurora Avenue Merchants Association

Faye Garneau----- 206-526-1366
 Email: garneau_properties@msn.com

Public Safety: EMERGENCY PREPAREDNESS

Businesses are an important part of the community and they can lessen the impacts of a disaster or emergency by being prepared and becoming involved. One opportunity for involvement is **Seattle Project Impact**, a public-private partnership with the overall goal to make our communities more resistant to the damaging effects of disasters. The Project encourages people to take action before a disaster occurs through initiatives promoting safer homes, schools, businesses and better earthquake and landslide hazard mapping. If you have questions, want to contribute or are looking for information call 206-615-0288 or visit Project Impact's website at: <http://seattle.gov/projectimpact>.

Project Impact offers a program designed specifically for businesses called the **Disaster Resistant Business Program (DRB)**. DRB incorporates a broader perspective of emergency preparation, based on business experiences following disasters such as the Nisqually Earthquake and September 11 tragedies of 2001. This program includes a number of resources for all sizes of business, mentoring, short functional workshops and much more. More information on DRB links and additional resources can be found at: <http://seattle.gov/projectimpact/pages/businesses/businesses.htm>.



Another option is the **Seattle Disaster Aid and Response Teams (SDART)** program, which is a neighborhood-oriented approach to emergency preparedness. This program forms neighborhood teams and provides training to enable neighborhoods to be self-sufficient for a minimum of 72 hours following a major disaster. While SDART focuses on individual, family and neighborhood preparedness, this is very good information for your employees and businesses. For more information about this program, call 206-233-7123 or visit SDART's website at: <http://seattle.gov/projectimpact/pages/sdart/sdart.htm>.

The Red Cross is also an excellent resource of emergency preparedness information for the entire community including businesses. The Red Cross website is: <http://www.redcross.org>.

Frequently asked questions:

How do I get involved in the SDART program?

You can call the City of Seattle Emergency Management at 206-233-7123 to request a "Hosting an SDART Block Meeting" Kit. SDART staff will work with you to find a time when your neighbors can meet to establish SDART teams in your neighborhood.

How can I find out more about landslide or earthquake risks?

Seattle Project Impact can help you find information about landslide and earthquake risks for your area or even your address in some cases. For more information, call 206-615-0288 or visit: <http://www.seattle.gov/projectimpact/pages/pioverview/regionalhazards/regionalhazards.htm>.

Contacts

CITY OF SEATTLE

<http://www.seattle.gov>

• **Division of Emergency Management**

Seattle Project Impact Program Manager, Inés Pearce-----

206-615-0288

Email: ines.pearce@seattle.gov

Website: <http://seattle.gov/projectimpact>

Link to DRB Program Website:

<http://seattle.gov/projectimpact/pages/businesses/businesses.htm>

Regional Hazards Website:

<http://www.seattle.gov/projectimpact/pages/pioverview/regionalhazards/regionalhazards.htm>

Seattle Disaster Aid and Response Teams (SDART)-----

206-233-7123

http://seattle.gov/emergency_mgt/whoWeAre/preparednessSDART.htm

• **Department of Planning and Development**

Building Permits & Prescriptive Standards-----

206-684-8850

DPD code information: <http://www.seattle.gov/DPD/CSC/default.asp>

Traffic Controls:

STOP SIGNS AND SPEED REDUCTION

If you believe there is a safety or traffic flow problem at an intersection, which might be addressed by installing additional traffic control signs, call the Seattle Department of Transportation (SDOT) traffic engineers at 206-684-ROAD (206-684-7623). Seattle Department of Transportation staff will investigate the problem and decide on the most appropriate solution. If you wish, they will arrange to meet with you to review conditions at the intersection.

You can monitor speed limits and increase their enforcement in your community through SDOT's Neighborhood Speed Watch Program. SDOT will loan speed-monitoring equipment such as a radar gun to the community to help document the severity of speeds. SDOT will also set up a radar display board and work with the Seattle Police Department for follow up with increased enforcement in the area.



You can also obtain traffic calming improvements such as traffic circles, chicanes, curb bulbs and speed humps through SDOT's Neighborhood Traffic Control Program. To request a traffic improvement, call the City's Neighborhood Traffic-Control Program at 206-684-0817.

Before SDOT will approve the change, you may be required to obtain support from residents and businesses in your area. For example, traffic circles require a petition signed by 60 percent of the households (owners or renters) and businesses (property or business owners) within one block of the proposed traffic circle. SDOT then investigates the accident rate at the intersection and decides whether a traffic circle would be appropriate. If this process fails, the neighborhood can also apply to the City's Department of Neighborhoods for a matching grant to build a circle.

Frequently asked questions:

How can we get a stop sign at a specific location?

Call SDOT and explain the problem. Since stop signs do not solve all types of problems and sometimes cause other problems, another form of traffic control may be more appropriate. In Seattle, stop signs are used to protect arterial streets and are not used as speed control. All-way stops are generally located at the intersection of two or more arterials and must meet specific warrants for installation.

Can we get the speed limit lowered?

Yes, but only rarely. The key to controlling speeds is usually to enforce the existing speed limit, provided that it is reasonable, rather than lowering it. Most people will drive at a speed with which they are comfortable, depending on the size of road and the amount of traffic.

Who do we call to investigate speeding problems on our arterial streets?

Call SDOT's Arterial Traffic Operation at 206-233-0033.

Contacts

CITY OF SEATTLE

<http://www.seattle.gov>

• Seattle Department of Transportation

Arterial Traffic Operation-----	206-233-0033
General Questions-----	206-684-ROAD
Neighborhood Traffic Control Program-----	206-684-5069
Website: http://www.seattle.gov/transportation/ntcphome.htm	
Neighborhood Speed Watch Program-----	206-684-5069
Website: http://www.seattle.gov/transportation/speedwatch.htm	

NEIGHBORHOOD BUSINESS CONTACTS

• SODO Business Association

Michael Peringer-----	206-292-7449
Email: mike@processheating.com	
Website: http://sodobusinessassociation.org/index.html	

Traffic Controls:

TRAFFIC SIGNALS

Seattle is a growing city without a lot of space to build new roads. The Seattle Department of Transportation (SDOT)'s signal operations engineers therefore work with our existing network of streets, bridges, highways and traffic signals to effectively manage and improve the safety and functionality of the traffic system.

If your organization identifies one or more intersections that might need a traffic signal, call Joe Couples at SDOT Signal Operations, 206-684-5246. SDOT will begin an analysis to determine how the intersection measures up to City and Federal criteria used to determine the need for traffic signals. They will make a visual inspection, check crash history, measure pedestrian and car volumes and talk to the citizen or business person who reported the problem.

If the intersection merits a signal, then the location will be placed on the "new signal needs list." Each year, a number of locations are identified for construction from the signal needs list. The number varies from year to year based on available resources.



If the intersection does not have enough traffic volume (pedestrians and vehicles) to merit a signal, SDOT will examine alternatives such as: using larger stop signs, painting a wider stop bar, increasing lane markers to better direct traffic or devising an alternate routing such as a right turn only designation.

Frequently asked questions:

How do we request pedestrian signals or crosswalk lights?

SDOT does not generally install crosswalk lights because they have not proven to be very effective (crosswalk lights are blinking yellow lights above a crosswalk). Pedestrian signals allow pedestrians to push a button and change the traffic light in order to cross the street. The process for requesting a pedestrian signal is similar to requesting traffic signals. SDOT will do an accident analysis and if the intersection merits a signal, it will be placed on the new signal needs list. The cost of a pedestrian signal is less than a full signal.

How long does the signal request process take?

If a location is determined to merit consideration for a signal, it could be up to a year after the completion of the signal warrant study. After funding is approved in the City's budget process, the signals are designed, parts are ordered and construction usually takes place between April and October. For requests that do not merit consideration, the study results are usually available in six to twelve weeks.

Benefits and challenges of new signals:

BENEFITS

- Increases safety and may reduce the number of "right-angle" crashes.
- May reduce side street crossing delays.

CHALLENGES

- May generate overall increase in traffic volumes on surrounding street or increase "rear-end" accidents.
- Can interfere with smooth traffic flow. It is optimal to have both directions of the major arterial flowing. Sometimes one or both directions can be stopped when a new signal is installed.

Contacts	
CITY OF SEATTLE	
http://www.seattle.gov	
• Seattle Department of Transportation	
Traffic signals, Joe Couples-----	206-684-5246
Email: joseph.couples@seattle.gov	
Traffic Signals website: http://www.seattle.gov/transportation/trafficsignals.htm	
Broken Signals-----	206-386-1206
Report non-emergency problems online at:	
http://www.seattle.gov/transportation/potholereport.htm	
NEIGHBORHOOD BUSINESS CONTACTS	
• SODO Business Association	
Michael Peringer-----	206-292-7449
Email: mike@processheating.com	
Website: http://sodobusinessassociation.org/index.html	

Traffic Controls:

MARKED CROSSWALKS

Marked crosswalks can enhance pedestrian access and safety in your district. However, the Seattle Department of Transportation (SDOT) must consider several factors before marking a crosswalk.

- Does the location have a traffic signal?
- Is it along recommended walking routes for elementary school children? (SDOT has maps showing these routes.)
- Is it at an intersection with no signal where the amount of pedestrian/vehicular traffic and the configuration of the area make the use of a marked crosswalk desirable for directing pedestrians to the preferred place to cross the street?

If the location does not meet the above criteria, it might not be a good place for a marked crosswalk. Sometimes changes to visibility, lighting or a change in the route pedestrians take (for instance, by moving a bus stop) can result in a more comfortable crossing situation. Additionally, consistent use of the crosswalk by pedestrians is an important factor in increasing driver compliance. Some alternatives to crosswalks include:

- Parking restrictions • Police enforcement • Curb bulbs at intersections • Median islands • Increased lighting
- Pedestrian controlled signals • Relocation of bus stops to safer place on block



Frequently asked questions:

Who do we call to request a crosswalk evaluation or other pedestrian safety improvements?

Call Megan Hoyt, SDOT Pedestrian Engineer, at 206-684-5124. SDOT will inspect the area, review the location, identify the problem and determine an appropriate solution.

Who do we call to get a worn crosswalk repaired?

Call Vern Martin, SDOT at 206-684-5116. If the crosswalk has been marked in the last few years and is worn (some marked crosswalks are being purposefully phased out), SDOT will inspect the site to verify condition. All re-marking is done in the summer and school-related crosswalks have priority.

Why won't the Seattle Department of Transportation mark the intersection we told them about?

Installing a marked crosswalk at some locations may actually increase the danger to pedestrians. In other situations, there is an existing crosswalk in close proximity to the proposed site. SDOT will decide whether or not a marked crosswalk is a good solution and explain the reasoning to you.

Benefits and challenges of a marked crosswalk:

BENEFITS

- Identifies pedestrian area and directs pedestrians to the preferred crossing location.
- Alerts motorists to expect pedestrians in the crosswalk.

CHALLENGES

- Does not ensure that drivers will stop for pedestrians at crosswalks, either marked or unmarked.
- Can provide little or no benefit to pedestrians if it is located in the wrong place.

Contacts		
<u>CITY OF SEATTLE</u>		http://www.seattle.gov
• Seattle Department of Transportation		
Pedestrian Safety, Megan Hoyt -----	megan.hoyt@seattle.gov	206-684-5124
Marking crosswalks, Vern Martin -----	vern.martin@seattle.gov	206-684-5116
Website: http://www.seattle.gov/transportation/pedestrian.htm		
<u>NEIGHBORHOOD BUSINESS CONTACTS</u>		
• Belltown Business Association		
Carole Jordan-----		206-268-4483
Email: belltownbusinessassociation@cablespeed.com		
Website: http://www.belltown.org/bba.php		
• Chinatown/International District BIA		
Tim Wang-----		206-382-1197
Email: tim@cidbia.org		
Website: http://www.internationaldistrict.org/cidbia.asp		

Use of Public Areas:

CITY PARKS

The City has a wonderful collection of parks and facilities for use at a relatively low cost. If you are planning a special event or an improvement project that involves the use of one of Seattle's parks, you will need to apply for a permit. To plan a public gathering, a festival or other organized entertainment that involves the use of a park or a park facility, contact George Long 206-684-4080 at the Department of Parks & Recreation for assistance. If the event will be large and complex, call Virginia Swanson 206-684-8017.

Park-use permits allow park and recreation officials to schedule events in order to prevent conflicts, make necessary arrangements, provide personnel and facilities if needed, and avoid overuse.



Frequently asked questions:

How do I get a permit for the use of a City park?

To secure a park-use permit, you need to file an application and pay a \$75 fee. If your event is a religious or political activity protected by the First Amendment to the U.S. Constitution, the fee is \$50. Electrical or water hook-ups may require an additional \$55 fee. Apply early; you should apply for a permit at least two months in advance. An application may need any of the following:

1. Public liability insurance in an approved form.
2. Special approvals: Review by building and food establishment and handlers permits, business and/or tradeshow license or admission tax registration or additional Departmental review and services.
3. Performance bond or deposit.

What if I apply for a permit less than 2 months in advance?

Applications will be accepted with less advance notice with the understanding that a permit may have to be denied because the Department of Parks & Recreation lacks enough time to route the request or make appropriate preparations. With less than 6 days notice, a \$75 late application fee is required in addition to any other fees.

Where do I apply for a permit or get more detailed information?

A publication titled, "Scheduling an Event in Seattle Parks" and/or an application for a use permit can be obtained in person or by mail from the Seattle Parks and Recreation Special Events Office, 860 Terry Ave. North, Seattle, WA 98109. The Event Scheduling Office is open Monday through Friday from 9:30 AM to 5:00 PM. To receive a copy by mail call 206-684-4080 or download a copy from the Parks website at:

<http://www.seattle.gov/parks/reservations/permits.htm>.

Are there any other fees to pay?

If you plan to sell merchandise or use the park for commercial purposes, there are additional fees. 10% of gross receipts from sales of merchandise must be paid to the City. Commercial use fees range from \$100, depending on the type of use.

Contacts	
<u>CITY OF SEATTLE</u>	http://www.seattle.gov
• Department of Parks & Recreation	
Special Events Scheduler, George Long-----	206-684-4080
Email: george.long@seattle.gov	
Special Events Coordinator, Virginia Swanson-----	206-684-8017
Email: virginia.swanson@seattle.gov	
Website: http://www.seattle.gov/parks/reservations/	
Scheduling an Event in Seattle Parks Guidebook:	
http://www.seattle.gov/parks/reservations/permits.htm	
<u>NEIGHBORHOOD BUSINESS CONTACTS</u>	
• Pioneer Square Community Association	
Craig Montgomery-----	206-667-0687
Email: craig@pioneersquare.org	
Website: http://www.pioneersquare.org/	

Use of Public Areas: SIDEWALK CAFÉS

Sidewalk cafés are an enjoyable addition to Seattle's vibrant collection of restaurants. The exact definition of a sidewalk café is an open-air seating area on a public sidewalk provided by a restaurant located on the adjoining property, where restaurant patrons can eat or drink.

New sidewalk cafés require two permits: a master use permit and a street use permit. If you would like to set up a sidewalk café, both the Department of Planning and Development (DPD) and the Seattle Department of Transportation (SDOT) provide free advice and information. They can coach you through the application process and help you determine whether sidewalk width, traffic and access considerations and pedestrian circulation will allow for location of a café.

To make an application appointment, call the DPD Applicant Services Center, 206-684-8850. For questions and information, call the DPD Public Resource Center, 206-684-8467 or the SDOT Annual Permits Office, 206-684-5267.

DPD issues the initial permits and collects the initial fees. For more information about DPD's application process, contact the DPD Public Resource Center at 206-684-8467. You can obtain the application form and other important information online from the Client Assistance Memo (CAM 225) at: <http://www.seattle.gov/DPD/Publications/cam/cam225.pdf>.

After the first year of sidewalk operation, all you have to do is renew the street use permit. An invoice will be sent to you in March and the cost is \$1.50 per square foot with a \$349 minimum. If you have questions, you can contact John Zavis at Seattle Department of Transportation, 206-684-5267.



Things to consider:

- Only established and operating restaurants can put up a sidewalk café.
- When thinking of establishing a sidewalk café, contact the DPD in January for the following summer season.
- The first year that you put furniture outdoors, you must submit drawings to DPD. Drawings should include location of all furniture, platforms, measurement of boundary and existing sidewalk dimensions.

Frequently asked questions:

How far can the sidewalk café extend?

The dining area must leave 5 feet or more of clear sidewalk space between the outer edge and the curb. The dining area must be directly in front of the restaurant. Barriers are not required unless liquor is being served outside.

Who can we call to register complaints about violations of the guidelines listed above?

Call John Zavis, Seattle Department of Transportation, 206-684-5267.

What is the cost to apply for the initial permit from DPD?

There is a flat fee of \$1,250.

Can non-restaurant businesses get tables and chairs in front of their businesses?

Yes. You may have up to 4 small tables for "non-exclusive" use, where food and drink are not served. This requires a \$117 street use permit from the Seattle Department of Transportation. Call John Zavis at 206-684-5267.

Benefits and challenges of sidewalk cafés:

BENEFITS

- Adds a European atmosphere to business districts.
- Pleases customers: Seattle summers are ideal for outdoor dining.
- Provides additional places for seating and dining.

CHALLENGES

- May make sidewalks seem cluttered and reduce pedestrian traffic flow.
- Can become unattractive if outdoor furniture is not maintained properly.



Contacts

CITY OF SEATTLE

<http://www.seattle.gov>

• Seattle Department of Transportation

Street Use, John Zavis----- 206-684-5267

Email: john.zavis@seattle.gov

Street Use website: http://www.seattle.gov/transportation/stuse_home.htm

• Department of Planning and Development

Public Resource Center----- 206-684-8467

Application Appointment----- 206-684-8850

DPD Online Land Use Question and Answer Service:

<http://www.seattle.gov/DPD/research/qna/qform.asp>

Client Assistance Memo (CAM 225):

<http://www.seattle.gov/DPD/Publications/cam/cam225.pdf>

NEIGHBORHOOD BUSINESS CONTACTS

• Belltown Business Association

Carole Jordan----- 206-268-4483

Email: belltownbusinessassociation@cablespeed.com

Website: <http://www.belltown.org/bba.php>

• University District Business Improvement Association

Teresa Lord Hugel----- 206-547-4417

Email: director@udistrictchamber.org

Website: <http://www.udistrictchamber.org>

Use of Public Areas:

STREET VENDORS AND MUSICIANS

Street vendors and musicians can add to the character and interest of a neighborhood. The vendors outside of Safeco Field before a game enhance the pre-game excitement and provide valued goods.

Vendors and musicians must obtain a street use permit, which requires the permission of abutting property owners and businesses.

The City also gives permits to qualified non-profit organizations to vend merchandise which contains the organization's political, religious, philosophical or ideological message at selected locations, on city sidewalks or within city parks. This type of vendor is considered a "First Amendment vendor." If you have questions or want a copy of the City's First Amendment vending rules, call John Zavis at the Seattle Department of Transportation 206-684-5253.

Certain types of street vending are also allowed in the vicinity of Safeco Field and the Seahawks Stadium during events. All other vending is illegal, except on private property. This is enforced by the Seattle Police Department.



Photo credit: Neighborhood Farmers Market Alliance

Frequently asked questions:

Exactly what is "public right-of-way?"

Public right-of-way is the street area from the property line on one side of the street to the opposite property line.

Are vendors and musicians required to have a permit?

Yes, they must have an annual street use permit, which is issued and regulated by the Seattle Department of Transportation. The permit specifically identifies one vending location and requires consent of abutting property owners and businesses.

Can merchandise or services be sold in street carts?

Only immediately consumable items can be sold legally, unless it is merchandise that falls under the First Amendment vending category (see above).

What if our district gets too many vendors or we have other complaints?

Call John Zavis at 206-684-5267 and relay your concerns to him. Noise complaints should be registered with the local police precinct.

Benefits and challenges of street vendors and musicians:

BENEFITS

- Adds a human touch and charm to the street.
- Can slow down shoppers as they walk, which can help attract them to your store.

CHALLENGES

- Can make sidewalks seem cluttered and reduce pedestrian traffic flow.
- Can take business away from established merchants.

Contacts

CITY OF SEATTLE

<http://www.seattle.gov>

• Seattle Department of Transportation

Street Use, John Zavis-----john.zavis@seattle.gov--- 206-684-5267

Street Use receptionist----- 206-684-5253

Street Use website: http://www.seattle.gov/transportation/stuse_home.htm

NEIGHBORHOOD BUSINESS CONTACTS

• Pioneer Square Community Association

Craig Montgomery----- 206-667-0687

Email: craig@pioneersquare.org

Website: <http://www.pioneersquare.org>

• University District Business Improvement Association

Teresa Lord Hugel----- 206-547-4417

Email: director@udistrictchamber.org

Website: <http://www.udistrictchamber.org>

Additional Information:

OFFICE OF ECONOMIC DEVELOPMENT (OED)

Neighborhood Business District Support

The Office of Economic Development (OED) offers Seattle's more than 30 unique neighborhood business district organizations resources and support to help promote the City's diverse commercial centers. The City also works with numerous local Chambers of Commerce to promote a healthy business environment.

A number of these districts have formed official Business Improvement Areas (BIAs) staffed either by paid workers or entirely by volunteers. See the Funding section of this guide for more information on BIAs.

OED also supports the implementation of neighborhood plans, particularly when the plans affect neighborhood business districts. For more information on the neighborhood plans or to view the plan for your neighborhood, visit: <http://www.seattle.gov/neighborhoods/np/>.

OED partners with **Community Capital Development (CCD)**, which provides loans and services for small businesses at every level from start-up, to rapid expansion, to controlled growth, to sustained profitability. On-site counselors provide consultation to small businesses. Visit the CCD website at: <http://www.seattleccd.com/>.

OED also partners with the **Downtown Seattle Association (DSA)** on an array of public and private sector initiatives, including the Metropolitan Improvement District (MID), a BIA for the downtown. Visit the DSA website at: <http://www.downtownseattle.com/>.

We have six thriving Neighborhood Farmers Markets: in Columbia City, the University District, West Seattle, Lake City, Broadway and Magnolia. An active **Neighborhood Farmers Market Alliance** supports mostly for-profit farmers from throughout Washington State in bringing the best of their harvest into the heart of Seattle's neighborhoods. These lively markets bring foot traffic to the area and stimulate economic activity in nearby businesses. The Neighborhood Farmers Market Alliance website is: <http://www.seattlefarmersmarkets.org/>.

Community Development Corporations

The Office of Economic Development works closely with a number of local **Community Development Corporations** to create affordable housing and new commercial space in Seattle's distressed communities. See page 70 for a list of Community Development Corporations in Seattle.

Impact Capital is a non-profit corporation that receives public and private funds to provide financial support, technical training and other resources to local community development corporations. OED provides direct financial support to Community Development Corporations through Community Development Block Grants. The corporations work to support strong, vital neighborhoods through a variety of projects, with major accomplishments to their credit. Impact Capital can be found online at: <http://www.impactcapital.org/>.

Community Development Loans

OED's **Community Development Loan Program** provides low-rate loans for large projects that meet the federal block grant program's national objectives and funding guidelines. Loans may be available for construction bridge financing, low-income housing development projects and site acquisition. In addition, businesses may qualify for loans through Section 108 Loans and Float Loans. For more information, contact Ken Takahashi, Real Estate Finance Manager, at 206-684-8378 or email ken.takahashi@seattle.gov.

Community Development Fund

The Office of Economic Development partnered with Sound Transit and the people who live and work in the Rainier Valley to establish the **Rainier Valley Community Development Fund**. The Fund is a community controlled financial institution that will preserve and strengthen cultural diversity, long-term livability and economic opportunity for Rainier Valley residents, businesses and institutions. Funds are available for businesses impacted by light rail development along the light rail alignment. For more information, visit: <http://www.rvcdf.org> or email: info@rvcdf.org.

Workforce Development

Keeping people working in living wage jobs is a major priority of Seattle government. **The Seattle Jobs Initiative (SJI)**, a non-profit agency, links community-based organizations, community colleges and employers in a public/private partnership to recruit, train, place and retain low-income residents in living wage jobs. SJI also works with local employers to ensure that training programs are relevant to on-the-job requirements. Visit SJI online at: <http://www.seattlejobsinitiative.com/>.

Major Industry Sector Development

The Office of Economic Development supports initiatives that build on Seattle's assets while aggressively pursuing new opportunities to generate jobs and create economic security for the people of our city. To achieve these goals, the Office of Economic Development works collaboratively with Seattle's existing industry sectors to sustain a balanced and diverse economic base, as well as increase our momentum as a world leader in advanced technology industries. We actively promote the start-up, retention, expansion and location of large and small businesses in Seattle. Partnering with business associations and individual companies, we identify and advocate for City policies and infrastructure investments that support a thriving business climate.

OED CONTACTS

OED WEBSITE	http://www.seattle.gov/economicdevelopment
DIRECTOR	
Jill Nishi-----	206-733-9889 jill.nishi@seattle.gov
ASSISTANT TO THE DIRECTOR	
Cathy Hawley-----	206-684-4008 cathy.hawley@seattle.gov
COMMUNICATIONS DIRECTOR	
Karin Zaugg-----	206-733-9810 karin.zaugg@seattle.gov
COMMUNITY DEVELOPMENT TEAM	
Steve Johnson-----	206-684-0208 steve.johnson@seattle.gov
MANAGER, NEIGHBORHOOD & COMMUNITY DEVELOPMENT	
Jennifer Hayes, SENIOR COMMUNITY DEVELOPMENT SPECIALIST-----	206-233-7827 jennifer.hayes@seattle.gov
Rob Watt, SENIOR COMMUNITY DEVELOPMENT SPECIALIST-----	206-684-3348 rob.watt@seattle.gov
Gena Bethea, SENIOR GRANTS AND CONTRACTS SPECIALIST-----	206-684-8575 regena.bethea@seattle.gov
Tinná White, ADMINISTRATIVE SPECIALIST II-----	206-733-9254 tinna.white@seattle.gov
PROJECT DEVELOPMENT TEAM	
Ken Takahashi, REAL ESTATE FINANCE MANAGER-----	206-684-8378 ken.takahashi@seattle.gov
Nancy Yamamoto, REAL ESTATE PROJECTS MANAGER-----	206-684-8189 nancy.yamamoto@seattle.gov
BUSINESS DEVELOPMENT TEAM	
Laura Lutz, BUSINESS DEVELOPMENT DIRECTOR-----	206-684-4538 laura.lutz@seattle.gov
Kris Effertz, BUSINESS ADVOCATE-----	206-684-2499 kris.effertz@seattle.gov
Michael Pearce, BUSINESS DEVELOPMENT MANAGER-----	206-684-8591 m.pearce@seattle.gov
FILM AND MUSIC OFFICE TEAM	
James Kebblas, DIRECTOR, MAYOR'S OFFICE OF FILM and MUSIC	206-684-5030 james.kebbles@seattle.gov
Nancy Knox-----	206-684-8504 nancy.knox@seattle.gov
FILM COORDINATOR, MAYOR'S OFFICE OF FILM and MUSIC	

Additional Information:

SEATTLE NEIGHBORHOOD BUSINESS DISTRICTS, MERCHANTS ASSOCIATIONS AND CHAMBERS OF COMMERCE

Admiral District Business Group

2348 California Ave SW, Seattle, WA 98116, Phone 206-755-7228, Email [mamamazatz@hotmail.com](mailto:mamazatz@hotmail.com)

Aurora Avenue Merchants Association

951 N 100th, Seattle, WA 98133, Phone 206-526-1366, Fax 206-528-5590, Email garneau_properties@msn.com

Ballard Chamber of Commerce

2208 NW Market St #100, Seattle, WA 98107, Phone 206-784-9705, Fax 206-873-8154, Email info@ballardchamber.com
<http://www.ballardchamber.com>

Ballard Merchant Association

2242 NW Market St, Seattle, WA 98107-4024, Phone 206-783-4562

Beacon Hill Chamber of Commerce

3801 Beacon Ave S, Seattle, WA 98108, Phone 206-322-3773, Email info@beaconhillchamber.com
<http://www.beaconhillchamber.com>

Belltown Business Association

2608 2nd Ave #290, Seattle, WA 98121-1212, Phone 206-728-6097, Email belltownbusinessassociation@cablespeed.com
<http://www.belltown.org>

Broadway Business Improvement Association

2150 N 107th St #205, Seattle, WA 98133, Phone 206-367-8704, Fax 206-367-8777, Email info@broadwaybia.org

Cascade Area Business Neighbors

PO Box 778, Seattle, WA 98111-0778, Phone 206-628-7927, Fax 206-628-5886, Email toni.thomas@pfcenter.com

Central Area Chamber of Commerce

2108 E. Madison, Seattle, WA 98112, Phone 206-325-2864, Email decharlene@msn.com

Chinatown/International District BIA

409 Maynard Ave S #P1, Seattle, WA 98104, Phone 206-382-1197, Fax 206-382-9958, Email info@cidbia.org
<http://www.cidbia.org>

Chinatown Chamber of Commerce

675 King St, Seattle, WA 98104, Phone 206-332-1933

Columbia City Business Association

4529 33rd Ave S, Seattle, WA 98118, Phone 206-632-5234, Fax 206-623-5976, Email wallis@theseattlestar.com

Downtown Seattle Association (and Metropolitan Improvement District [MID])

500 Union St #325, Seattle, WA 98101, Phone 206-623-0340, Fax 206-625-9940, Email info@downtownseattle.org
<http://www.downtownseattle.com>

Eastlake/Roanoke Park/Portage Bay/North Capitol Hill Business Association

3218 Eastlake Ave E, Seattle, WA 98102, Phone 206-320-9847, Fax 206-329-2626, Email weslar@comcast.net

Environmental Coalition of South Seattle

8201 – 10th Avenue South, Seattle, WA 98104, Phone 206-767-0432, Email: Charlie@ecoss.org

First Hill Improvement Association

1426 Harvard Ave #281, Seattle, WA 98122, Phone 206-609-2450, Fax 206-633-0589, Email firsthill@comcast.net
<http://www.firsthill.org>

Fremont Chamber of Commerce

PO Box 31139, Seattle, WA 98103, Phone 206-632-1500, Fax 206-632-7156, Email fcddirector@qwest.net
<http://www.fremontseattle.com>

Genesee Merchants Association

4610 41st Ave S, Seattle, WA 98118, Phone 206-722-6947, Email ghaynes30@hotmail.com

Greater University Chamber of Commerce

4519 ½ University Way NE #203, Seattle, WA 98105, Phone 206-547-4417, Fax 206-547-5266, Email director@udistrictchamber.org
<http://www.udistrictchamber.org>

Greenwood-Phinney Chamber of Commerce

8515 Greenwood Ave N, PO Box 30715, Seattle, WA 98103, Phone 206-789-1148, Fax 206-233-2654
Email info@greenwood-phinney.com, <http://www.greenwood-phinney.com>

Holly Park Merchants Association

c/o Ron Newton/WA Mutual, 7100 MLK Wy S, Seattle, WA 98118, Phone 206-461-4775, Fax 206-554-2775

Inter-Im Community Development Association

308 6th Ave South, Seattle, WA 98104, Phone 206-624-1802, Email tomin@interimicda.org

International District Parking Association

214 5th Ave S, Seattle, WA 98104, Phone 206-624-3426, Fax 206-682-4233, Email transia@aol.com

Lake City Chamber of Commerce

12345 30th Ave NE #F-G, Seattle, WA 98125, Phone 206-363-3287, Fax 206-363-6456, Email chamber@lakecitychamber.org
<http://www.lakecitychamber.org>

Lake Union Association

PO Box 31873, Seattle, WA 98103, Phone 206-632-0152, Email margie@fremonttugboat.com

Madison Park Business Association

4218 E Madison St, Seattle, WA 98112, Phone 206-726-9595, Fax 206-320-1468, Email amy_urban@hotmail.com
<http://www.madisonparkseattle.com>

Magnolia Chamber of Commerce

3213 W Wheeler #518, Seattle, WA 98199, Phone 206-284-5836, Fax 206-282-9544, Email info@magnoliachamber.org
<http://www.magnoliachamber.org>

Metropolitan Improvement District (MID)

(see Downtown Seattle Association) <http://www.downtownseattle.com/MIDInAction>

Manufacturing & Industrial Council

PO Box 81063, Seattle, WA 98103, Phone 206-762-2470, Fax 206-762-2492, Email dgmic@qwest.net

Northgate Chamber of Commerce

9594 First Avenue NE., #296 Seattle, WA 98115-2012, Phone 206-522-9400, Fax 206-363-2518, Email info@northgatechamber.com
<http://www.northgatechamber.com>

Pike Place Merchants Association

93 Pike St #312, Seattle, WA 98101, Phone 206-587-0351, Fax 206-624-6960, Email Stephanie@pikeplacemarket.org
http://www.pikeplacemarket.org/about/whos_who/community.asp

Pioneer Square Community Association

202 Yesler Way, Seattle, WA 98104, Phone 206-667-0687, Fax 206-667-9739, Email craig@pioneersquare.org
<http://www.pioneersquare.org>

Queen Anne Chamber of Commerce

109 W Mercer St, PO Box 19386, Seattle, WA 98119, Phone 206-283-6876, Email irvineqacoc@aol.com
<http://www.qachamber.org>

Rainier Beach Merchants Association

9238 Rainier Ave S, Seattle, WA 98118, Phone 206-722-3661, Fax 206-722-1433, Email mquarna@comcast.net

Rainier Chamber of Commerce

5504 Rainier Ave S, Seattle, WA 98118, Phone 206-725-2010, Fax 206-725-0412, Email rainierchamber@qwest.net

Roosevelt Chamber of Commerce

800 NE 65th St, Seattle, WA 98115, Phone 206-528-5997, Email newdavidbarnes@hotmail.com

Seattle Central Area Chamber of Commerce

2108 E Madison, Seattle, WA 98112, Phone 206-325-2864, Fax 206-322-8296, Email SCACCcommerce@yahoo.com
<http://www.scacc.net>

Seattle Chinese/Chinatown Chamber of Commerce

675 S King St, Seattle, WA 98104, Phone 206-423-6870, Fax 206-332-1933, Email info@chinesechamber.net
<http://www.chinesechamber.net>

Seattle Marine Business Coalition

2547 Perkins Lane W, Seattle, WA 98199, Phone 206-285-1707, Fax 206-285-1707, Email lisekenworthy@comcast.net

SODO Business Association

2732 3rd Ave S, Seattle, WA 98134, Phone 206-292-7449, Fax 206-682-1582, Email mike@processheating.com
<http://www.sodobusinessassociation.org>

South Park Business Association

PO Box 80992, Seattle, WA 98108-1335, Phone 206-763-8777, Fax 206-762-6729, Email lmc@rlcook.com

Union Street Business Group

PO Box 22054, Seattle, WA 98122-0054, Phone 206-325-3328, Email mike@seattlepilates.com

Vietnamese American Economic Development Association

1032 S Jackson St #205, Seattle, WA 98104, Phone 206-568-7771, Fax 206-568-0999, Email quang@vaeda.org

Wallingford Chamber of Commerce

2100-A N 45th St, Seattle, WA 98103, Phone 206-632-0645, Fax 206-632-3171, Email chamber@wallingford.org
<http://www.wallingford.org>

West Seattle Chamber of Commerce

3614-A California Ave SW, PO Box 16487, Seattle, WA 98116-0847, Phone 206-932-5685, Fax 206-932-5753, Email pmullen@wschamber.com <http://www.wschamber.com>

West Seattle Junction Association

4210 SW Oregon Street, PO Box 16487, Seattle, WA 98116, Phone 206-935-0904, Fax 206-932-5753, Email wsja@wsjunction.com
<http://www.wsjunction.com>

White Center Community Development Corporation

9615 16th Ave SW, Seattle, WA 98106, Phone 206-412-5376, Email ailen@wccda.org

Additional Information:

COMMUNITY DEVELOPMENT CORPORATIONS AND OTHER RESOURCES

Community Development Corporations

Central Area Development Association

2301 S Jackson St #101-D, Seattle, WA 98144, Phone 206-328-2240, Fax 206-328-2157, Email eporter@cada.org
<http://www.cada.org>

Delridge Neighborhoods Development Association

5411 Delridge Way SW, Seattle, WA 98106, Phone 206-923-0917, Fax 206-923-0920
<http://www.dnda.org>

HomeSight

5117 Rainier Ave S, Seattle, WA 98118, Phone 206-723-4355 or Toll Free 1-888-749-4663, Fax 206-723-7137
<http://www.homesightwa.org>

Inter*Im Community Development Association

308 6th Ave S, Seattle, WA 98104, Phone 206-624-1802, Fax 206-624-5859, Email bsantos@interimicda.org
<http://www.interimicda.org>

Pioneer Square Community Association

202 Yesler Way, Seattle, WA 98104, Phone 206-667-0687, Fax 206-667-9739, Email craig@pioneersquare.org
<http://www.pioneersquare.org>

SouthEast Effective Development

5117 Rainier Ave S, Seattle, WA 98118, Phone 206-723-7333, Fax 206-723-7137, Email seedmail@seedseattle.org
<http://www.seedseattle.org>

White Center Community Development Corporation

9615 16th Ave S.W., Seattle, WA 98106, Phone 206-412-5376, Email aileen@wccda.org

Other Resources

Business Industry Resource Venture (BIRV) <http://www.resourceventure.org>

Central Puget Sound Economic Development District (CPSEDD) <http://www.cpsedd.org>

enterpriseSeattle (Economic Development Council of Seattle & King County) <http://www.edc-sea.org>

Greater Seattle Chamber of Commerce <http://www.seattlechamber.com>

Help for Working Families Campaign <http://www.workfirst.wa.gov>

Maps and Photos <http://www.seattle.gov/html/citizen/maps.htm>

Non-profit Assistance Center <http://www.nacseattle.org>

Port of Seattle <http://www.portseattle.org>

Seattle Chapter of SCORE <http://www.seattlescore.org>

Seattle Convention and Visitors Bureau <http://www.seeseattle.org>

Seattle Jobs Initiative (SJI) <http://www.seattlejobsinitiative.com>

Seattle King-County Workforce Development Council (WDC) <http://www.seakingwdc.org>

Seattle Neighborhood Farmers Market (The Neighborhood Farmers Market Alliance)
<http://www.seattlefarmersmarkets.org>

U.S. Small Business Administration (SBA) <http://www.sbaonline.sba.gov/regions/states/wa/seattle>

UW Business School's Business and Economic Development Program <http://depts.washington.edu/busdev>

Washington Office of Community, Trade & Economic Development <http://www.cted.wa.gov>

Additional Information:

DOING BUSINESS IN SEATTLE - FREQUENTLY ASKED QUESTIONS:

Licensing and Taxes

What kind of City licenses do I need to operate my business in Seattle?

Everyone doing business in the City of Seattle must obtain and annually renew a business license. If you're doing business at several locations in the City, you'll need a separate license for each venue. Go to:

<http://www.seattle.gov/RCA/licenses/Blicform.htm> to get a business license application. In addition, some businesses have separate regulatory requirements. To find out if there are any additional requirements for your business, visit: <http://www.seattle.gov/RCA/licenses/regulatory.htm>.

For personalized service, call **206-684-8484** or Email reca.bizlictx@seattle.gov.

Do I need a county or state business license if I'm operating a business in Seattle?

King County does not require a general business license. However, all businesses operating in the State of Washington must obtain a Washington State Master Business License to register their business for state tax purposes. For more information or to request an application, visit: <http://www.dol.wa.gov/forms/700028.htm> or you can call **360-664-1400**. To find out about when and how to register a trade name, visit: <http://www.dol.wa.gov/mls/startbus.htm#tradenames>.

How do I get a building permit?

To get a building permit, contact the Seattle Department of Planning and Development (DPD) - the agency charged with developing, administering and enforcing standards for land use, design, construction and housing within the city limits. First, you'll want to find out relevant policies and codes related to environmental protection, development, housing and community standards. For information about permits, visit:

<http://www.seattle.gov/DPD/permitdesk/> or call **206-684-8850**.

Under what circumstances will I need to get a permit to shoot a film or commercial in Seattle?

While filming in Seattle, you may need to obtain a Master Film Permit for the use of City streets, sidewalks and public parking. To find out more, visit: <http://www.seattle.gov/filmoffice/> or call **206-684-5030**.

How can I become certified as a Minority or Women's Business Enterprise?

The **Office of Minority and Women's Business Enterprises** (OMWBE) promotes the participation in public contracting and procurement of businesses owned and controlled by minorities, women and others who may be socially and economically disadvantaged. You can check your eligibility to become a Minority or Women's Business Enterprise or get information about the OMWBE certification process by calling **360-753-9693** or visiting: <http://www.omwbe.wa.gov/qwikchekweb/home/index.htm>.

What taxes will I need to pay if I do business in Seattle?

Anyone doing business within the Seattle city limits whose business generates income above a certain level will have to pay a city business tax. The **Guide to Seattle's Business License & Taxes**, which can be accessed at: <http://www.seattle.gov/seattle/rca/taxes/taxmain.htm>, provides answers to many questions. However, to find out about your specific circumstances, consult the Seattle Municipal Code, your tax advisor or both. The Seattle Municipal Code can be found online at: <http://clerk.ci.seattle.wa.us/~public/code1.htm>. Code Section 5.40 is Admission Taxes, 5.45 is Business License taxes, 5.52 is Gambling Taxes, 5.60 is Sales and Use Taxes.

Washington State does not have a corporate tax; however, there is a state Business & Occupation Tax. In addition, new and existing manufacturers, research and development firms and certain high technology companies in Washington can benefit from several tax incentives. For information about state taxes and tax incentive programs, visit: <http://www.oted.wa.gov/ed/busdev/tax.asp> or call **206-956-3171**.

For extensive information about state tax laws, business owners' rights and responsibilities and to access state tax forms, contact the **Department of Revenue** at: http://dor.wa.gov/content/business/bsness_main.asp or **800-647-7706**.

How do I become a vendor with the City?

Seattle's Contracting Services Division has extensive information online about public works and consultant contracting. Visit: <http://www.seattle.gov/contract/pubconhome.htm> for information about current Requests for Proposals (RFPs) and Invitations to Bid (ITBs).

Financial Support***Where can I find start-up money or other financial assistance for my business?***

Community Capital Development (CCD) provides small business loans through the Seattle Economic Development Fund (SEDF). CCD's Seattle Business Assistance Center provides services for small businesses at every level from start-up, to rapid expansion, to controlled growth, to sustained profitability. On-site counselors provide consultation to small businesses. Phone **206-324-4330 ext.100** or visit: <http://www.seattleccd.com/loans/index.htm>.

The **U.S. Small Business Administration** (SBA) offers small business loans. Call **206-553-7311** or visit: <http://www.sbaonline.sba.gov/regions/states/wa/seattle/>.

Washington CASH provides training and lending services for low-income women, people with disabilities, immigrants and other low-income individuals to help them start or expand their own business. Visit Washington CASH's website at: <http://www.washingtoncash.org/>.

Cascadia Revolving Fund offers small business loans and technical assistance to low-income entrepreneurs. Phone **206-447-9226**, Website: <http://www.cascadiafund.org/>.

The Alliance of Angels is a regionally-focused group of individual investors and representatives of investment corporations that acts as a "matchmaker" for young technology companies and interested investors. Call **206-389-7261** or visit: <http://www.allianceofangels.com/>.

The Office of Economic Development's **Community Development Loan Program** provides low-rate loans to large projects that meet federal eligibility criteria and the program's national objectives under federal block grant guidelines. Funding may be available for construction bridge financing, low-income housing development projects and site acquisition through Section 108 Loans and Float Loans. For more information on float loans, contact Ken Takahashi at **206-684-8378** or email: ken.takahashi@seattle.gov.

Technical Assistance***Where can I find information about relocating or expanding my business?***

enterpriseSeattle, formerly the **Economic Development Council of Seattle & King County**, provides free customized assistance to businesses expanding or relocating into King County. It also offers demographic and economic information, permit troubleshooting, financing information, help with site selection, workforce training referrals and details on local taxes and incentives. Phone **206-389-8650**, Website: <http://www.edc-sea.org/>.

The **Washington State Office of Trade and Economic Development** provides information about business development, business assistance, international trade and Washington State's energy policy. The **Business Retention and Expansion program** works with manufacturing/processing firms on retention and local expansion issues. Phone **206-956-3162**, Website: <http://www.oted.wa.gov/index.htm>.

Where can I find economic and demographic data?

The **Seattle Office of Intergovernmental Affairs** has a host of information and data on Seattle and the surrounding area available online at: <http://www.seattle.gov/oir/datasheet/>.

enterpriseSeattle, formerly the **Economic Development Council of Seattle & King County** offers demographic and economic information, permit troubleshooting, financing information, help with site selection, workforce training referrals and details on local taxes and incentives. Phone **206-389-8650**, Website: <http://www.edc-sea.org/>.

The **Central Puget Sound Economic Development District** (CPSEDD) offers assistance to local jurisdictions in preparing economic development plans, economic development issue reports, analyses of individual sectors of the region's economy and in implementing projects. CPSEDD also provides economic and demographic base data. Website: <http://www.cpsedd.org/>.

Quick Facts about Seattle

Seattle Public Library's Business Information Service responds to inquiries related to all aspects of business including demographics, market research and financial information. It also enables library cardholders to access

numerous online business and financial databases. For information, contact infospl@spl.org or call **206-386-4645**.

The **Downtown Seattle Association (DSA)** compiles information on market profiles, including demographics, employment, trend indicators and housing in Seattle's downtown core. Phone **206-623-0340**, Website: <http://www.downtownseattle.com/EconomicInfo>.

The **Puget Sound Regional Council** is a regional data center that provides a variety of economic, demographic, geographic and transportation data to its member cities, counties, businesses and other interested parties. Website: <http://www.psrc.org/datapubs/data/index.htm>.

Who can consult with me about my small business?

The **Seattle Business Assistance Center** at Community Capital Development (CCD) provides individualized technical and financial assistance, business development and expansion services and policy advice to many businesses that might otherwise have difficulty obtaining conventional bank financing. Phone **206-324-4330 ext.100**, Website: <http://www.seattleccd.com/businessassistance.htm>.

Seattle Chapter of SCORE (Service Corps of Retired Executives Association) is a non-profit organization dedicated to helping small businesses by providing no-fee mentoring and business counseling and low-cost workshops. Phone **206-553-7320**, Website: <http://www.seattlescore.org/>.

The **U.S. Small Business Administration (SBA)** offers small business loans. Its Seattle district office houses a Business Enterprise Center (BEC) with an extensive resource library and the Seattle Chapter of SCORE. The BEC offers a one-stop location where current and future small business owners can receive assistance and advice. Phone **206-553-7311**, Website: <http://www.sbaonline.sba.gov/regions/states/wa/seattle/>.

University of Washington Business School's **Business and Economic Development Program (BEDP)** assists inner city small businesses grow, create and retain jobs and contribute to the region's economy. Phone **206-543-9327**, Website: <http://depts.washington.edu/busdev/>.

Is there a resource that can help me with product development?

The **Washington Technology Center** helps Washington companies overcome the technical challenges of product development by linking them with the scientific and engineering resources of the state's universities. Phone **206-685-1920**, Website: <http://www.watechcenter.org/wtc/index.html>.

What special resources are available to biotechnology and biomedical companies in the Seattle area?

The **Washington Biotechnology and Biomedical Association (WBBA)** is a not-for-profit association of Washington state biotechnology and biomedical companies, research firms and related organizations that provides business and economic development information and marketing opportunities for members. Website: http://www.wabio.com/about/WBBA/about_wbba.htm.

Workforce Resources

How can I find skilled employees for my business?

The **Seattle Jobs Initiative (SJI)** helps low-income people find and maintain living wage jobs. Local employers actively participate in SJI, ensuring that training programs are relevant to on-the-job requirements. Phone **206-628-6975**, Website: <http://www.seattlejobsinitiative.com/>.

The **Seattle-King County Workforce Development Council (WDC)** facilitates job placement and training programs that equip adults with the skills and resources they need to attain living wage jobs. The WDC also offers education, training, employment and support services for youth. Phone **206-448-0474**, Website: <http://www.seakingwdc.org/>.

Where can I find out about hiring people who are not U.S. citizens?

The City of Seattle's **Employing Immigrants** website: <http://www.seattle.gov/employingimmigrants>, provides quick and easy access to immigration-related employment law. Find useful and updated information on acceptable verification documents, legal hiring and firing practices and links to forms, resources and more.

Where can I find training for my employees in employment discrimination issues?

The **Seattle Office for Civil Rights** offers free training to businesses and the general public on anti-discrimination laws. To schedule training or for more information, contact SOCR at 206-684-4500 or visit: <http://www.seattle.gov/civilrights>. SOCR's website also includes "What Every Business Owner Should Know,"

with sections on "Responding to a Discrimination Complaint" and "Helpful Information for Small Businesses and Landlords."

Environmental Programs

Where can I get help with environmental cleanup and pollution prevention?

The Office of Economic Development supports the **Environmental Extension Service** in providing technical assistance to businesses on conservation, pollution prevention and cleanup of contaminated land. Phone **206-767-0432**, Website: <http://www.ecoss.org/>.

Seattle Public Utilities inspects commercial and industrial properties to improve the city's **stormwater pollution prevention practices**. Phone **206-615-0023**, Website: <http://www.seattle.gov/util/surfacewater/businessinspect.htm>.

The **Business and Industry Resource Venture**, a partnership between Greater Seattle Chamber of Commerce and Seattle Public Utilities, provides free information, assistance and referrals to help Seattle businesses improve their environmental performance. Phone **206-389-7304**, Website: <http://www.resourceventure.org/>.

The **Brownfields Program** offers technical and financial assistance to help small businesses and property owners assess contamination and develop cleanup plans that enable contaminated property to be redeveloped and become productive. Phone **206-296-8476**, Website: <http://dnr.metrokc.gov/swd/brownfields/>.

How can I find out about sustainable building resources in Seattle?

Seattle's **Office of Sustainability and Environment** (OSE) supports resources that encourage sustainable building in the private sector. Website: <http://www.seattle.gov/environment/building.htm>.

The **Business and Industry Resource Venture** encourages sustainable building in the private sector by offering free technical assistance to Seattle businesses. Businesses may also qualify for financial assistance and incentive programs. Phone **206-389-7304**, Website: <http://www.resourceventure.org/>.

Utilities, Conservation and Infrastructure

What do I need to know about garbage collection and recycling for my business?

Seattle Public Utilities collects garbage and bills customers on a combined utilities bill. Private recycling companies provide commercial recycling services to most Seattle businesses. For referrals to private providers and help with setting up commercial recycling services, contact the **Business and Industry Resource Venture** at **206-389-7304** or online at: http://www.resourceventure.org/wp_recycling.htm.

Small businesses that generate 96 gallons of garbage or less each week (approximately equivalent to 3 standard 32-gallon garbage cans) may qualify for free recycling through Seattle Public Utilities. For more information about Small Business Recycling, call **206-684-7665** or visit: <http://www.seattle.gov/util/services/commercialgarbage>.

How can I find out about electricity and energy conservation?

Seattle City Light provides electricity to Seattle businesses through energy efficiency programs and services that have been nationally and internationally recognized for innovation and excellence. The utility offers financial incentives and technical assistance to help businesses reduce electricity use and costs. Phone **206-684-3254**, Website: <http://www.seattle.gov/light/conserve/business/>.

As a special feature, Seattle City Light offers one-stop service to major commercial, industrial, government and wholesale customers dealing with complex or unique issues. Website: <http://www.seattle.gov/util/Keyservices>.

Who provides natural gas to Seattle businesses?

Puget Sound Energy (PSE) provides all natural gas services to Seattle businesses. The utility offers incentive funding for commercial and industrial natural gas customers who install cost-effective, energy-efficient modifications to existing systems. Visit: <http://www.pse.com/yourbusiness/grants/cicp.html> for more information. Large commercial and industrial customers are eligible to purchase natural gas from third-party suppliers rather than bundled service from PSE. For detailed information about PSE's business products and services, visit: http://www.pse.com/yourbusiness/products/addlproducts.html#link_5/.

How do I get an up-to-date report on Seattle traffic?

You can find current information about Seattle area traffic on Washington State Department of Transportation's website: <http://www.wsdot.wa.gov/PugetSoundTraffic/> or phone **206-368-4499**.

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